NFC
Procedures

National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

Updated March 2001

T&A Validation System (TIME) Edit Messages

PC Products

Optical Storage

CD-ROM

NFC
Procedures
National Finance Center
Office of the Chief Financial Officer
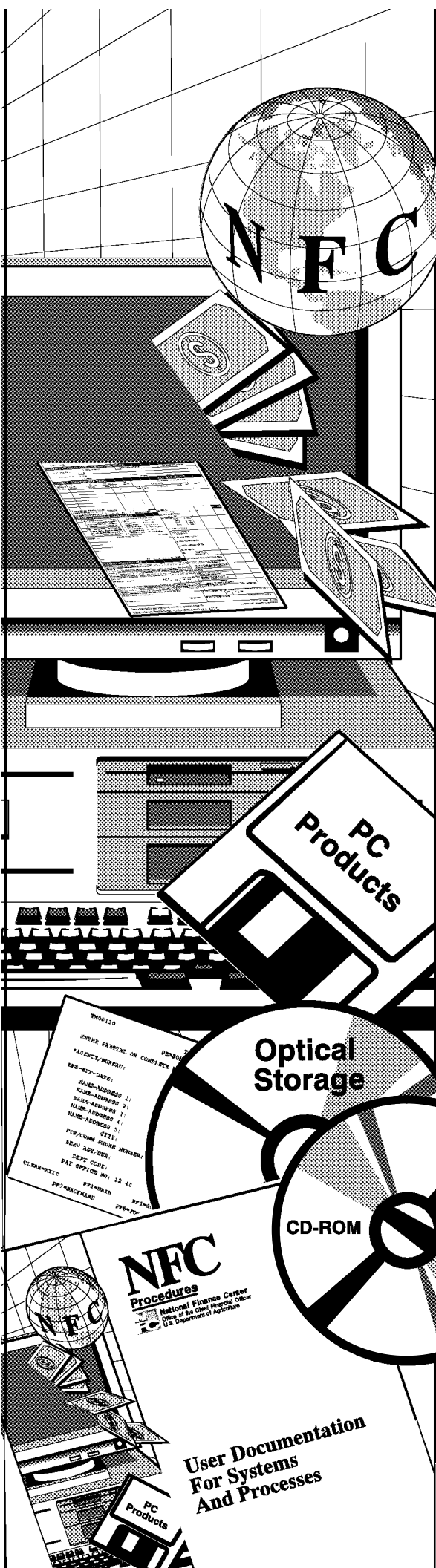U.S. Department of Agriculture

User Documentation For Systems And Processes

PC Products

TITLE I
Payroll/Personnel Manual

CHAPTER 7
Time And Attendance Procedures

SECTION 6
T&A Validation system (TIME) Edit Messages

Initial Publication   October 1996

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Table Of Contents

Page

Title I

Chapter 7

Section 6

**Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages**

(reserved)

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

About This Procedure

This procedure provides information to agencies on the T&A correction process used at NFC. Agencies can use this information as a help to avoid errors when preparing T&A's. The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How The Procedure Is Organized

Primary sections and page numbering are described below:

Pages are numbered consecutively at the bottom of each page.

All bulletins issued for this procedure after January 1, 1998, will be available on the Internet at the NFC home page (www.nfc.usda.gov).

What Conventions Are Used

This procedure uses the following visual aids:

□ Emphasized text within a paragraph is printed in **bold**. Example: Leave accruals are to be recorded on the second half of a split T&A only; **do not record leave accruals on the first half or both halves of the split T&A**.

□ References to sections within the procedure are printed in bold as shown here. Example: These guidelines are included under **NFC Action**.

□ Important extra information is identified as a note. Example: **Note:** This message applies to Forest Service only.

Who To Contact For Help

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322** .

For questions about payroll/personnel policies and regulations, contact your Committee For Agriculture Payroll/Personnel System (CAPPS) representative.

For questions about NFC processing or TIME edits, contact the Payroll/Personnel Operations Section at **504-255-4630** .

Title I

Chapter 7

Section 6

**Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages**

(reserved

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I

Chapter 7

Section 6

Overview

The T&A Validation System (TIME) is the edit system of the U.S. Department of Agriculture (USDA) for time and attendance (T&A). TIME performs all editing and validating necessary for acceptance of T&A data for payment. TIME utilizes the Payroll/Personnel System database and table files in its edit/validation process.

The purpose of this procedure is to (1) familiarize agencies with TIME edits so that these errors will be avoided when preparing T&A's and (2) inform agencies of the action taken by the National Finance Center (NFC) to release T&A's from suspense. It is not to be used for preparing T&A's for processing; the T&A Reporting procedure should be used for that purpose.

System Interface

TIME interfaces with various subsystems of the Payroll/Personnel System. These include but are not limited to:

Personal Computer Time And Attendance Remote Entry System (PC-TARE) - TIME replicates the PC-TARE edits.

T&A On-line Suspense Correction And Document Addition System (TSUS) - TIME edits are corrected in TSUS.

Adjustment Processing System (ADJP) - Corrected and supplemental T&A's are processed through ADJP.

Payroll Accounting System (PACS) - T&A hours charged to accounting data are computed and processed for distribution through PACS.

Management Account Structure Codes System (MASC) - TIME validates T&A accounting data against the accounting data table in MASC.

TMGT (Table Management System) - TIME validates transaction code, contact point, etc., against tables in TMGT.

The T&A Process

Agencies enter T&A data from their agency locations. T&A data is transmitted electronically from agency locations every 2 weeks to NFC. The data is edited in the front-end system before transmission then further edited when processed through TIME. TIME jobs are processed and T&A's are corrected daily during the processing cycle until the Payroll Processing System (PAYE) processes. (See the last paragraph in this section for PAYE process.) It is these TIME edits that are provided in this procedure. All errors encountered are reflected on an error suspense file. These errors are corrected by NFC through the T&A On-line Suspense Correction and Document Addition System (TSUS). After correction, the data is updated on the database for subsequent payment processing.

Personnel and other payroll editing are performed in the Personnel Edit Subsystem (PINE). "Cross editing" is performed between payroll/personnel data and T&A data (e.g., personnel action requiring a split T&A). Personnel offices and timekeepers must coordinate the payroll/personnel process with the T&A process to facilitate efficient and accurate payment to the employee.

Further editing is performed by PAYE which computes pay, applies deductions and adjustments as necessary, and prepares the file for issuance of salary data by the Department of the Treasury. PAYE processes on the Friday and/or Saturday of the following week after the close of the pay period.

Front-End Edits

The Personal Computer-Time and Attendance Remote Entry System (PC-TARE), is USDA's front-end T&A entry system used by USDA and other departments. PC-TARE performs front-end edits by utilizing table files in its edit/validation process. It validates field entries and edits for completion of required fields based on other entries. PC-TARE edits are also performed in TIME for non-PC-TARE users whose T&A entry systems do not include PC-TARE edits. When a T&A is suspended in TIME, corrected, and released, TIME performs front-end edits (and TIME edits) to assure no new errors are encountered.

TIME Edits

TIME edits are maintained on-line by NFC in the Table Management System (TMGT), Table 34, TIME Edit Error Messages And Codes. TIME edits are established, changed, and deleted, as the need arises or based on user requests.

3

Title I

Chapter 7

Section 6

**Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages**

Certain errors can be "force accepted" (i.e., released with the error) while others must be corrected. Table 34 includes a field, *Force Accept Msg (message) Code*, that indicates if the error can be force accepted. **Y** indicates that the message can be force accepted; **N** indicates it cannot be force accepted.

Nonfatal errors are **informational messages** that will not prevent payment of the T&A unless a fatal error also exists. A T&A with only a nonfatal error is automatically released though the error displays in TIME suspense. The system will automatically correct certain nonfatal errors by generating certain information. For example, if TC 71 hours do not agree with the LWOP hours shown in the leave area of the T&A, the system will generate the hours in the leave area to agree with the hours recorded for TC 71.

A **fatal error** is an error that will prevent payment of the T&A unless the error is corrected or force accepted.

NFC Use Only error messages indicate agency and/or NFC initiated activities. NFC initiates a "puller" to delete a T&A from the system based on agency request. The puller places the T&A in suspense for deletion.

Agency personnel specialists initiate pullers using PEP51 Pullers For Payroll/Personnel Documents, to retrieve and place in suspense, personnel actions that require correction or deletion. The personnel puller automatically suspends the T&A. Once the personnel puller is released, the T&A will also release, providing it is error free.

Certain errors require the processing of personnel actions while others require addition, deletion, or re-coding of T&A data. Those requiring a personnel action in some cases **cannot** be force accepted. CULPRPT report, P0099, Error Analysis For T&A Processing, lists the T&A's that are held in suspense pending the processing of a personnel action. The statement, **CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense,** is shown with the TIME edit messages for each error message that requires the processing of a personnel (or payroll) action to release the T&A. Lack of the following and other payroll data could suspend a T&A:

- check mailing address

- quarters allowance (per day rate)

- separate maintenance allowance (per day rate)

- restored annual leave data

The system edits for continuity of payment for full-time and part-time employees. CULPRPT Report P0013, Active Full-time Employees - T&A's Not Received By NFC, is produced each pay period for agencies to review and transmit T&A's, as appropriate, for the employees listed.

The Correction Process

NFC will attempt to contact agencies either via telephone or telefax prior to the processing of PAYE for guidance on suspended T&A's, as needed.

NFC has established guidelines for correcting T&A's. These guidelines are included with the TIME edit messages under **NFC Action**. If NFC needs guidance from the agency to correct a T&A and is unable to contact the agency due to time constraints during the processing cycle, the **NFC Action** shown will be used to release the T&A from suspense **without notifying the agency**. In most cases, the agency will be notified of the action taken.

Agencies should refer to the biweekly CULPRPT Report P0053, Error Analysis By Contact Point, and/or the TIME T&A Error Analysis Report (TIME 3201), which list the agency's rejected T&A's. To determine NFC's changes to the T&A, compare the Information/Research Inquiry System (IRIS) T&A/payment programs to the time reported on the T&A. If the agency disagrees with the changes made by NFC, a corrected T&A must be transmitted for processing.

Reporting

Ad hoc reporting is available through FOCUS.

Internal TIME reports are produced for NFC use only; external TIME reports are produced for agency use. A sample of the external reports are included in Title I, Chapter 20, Section 5, Payroll/Personnel Output.

4

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

The T&A-related reports that are mailed to agencies at the close of the pay period should be used by:

- timekeepers as a learning tool to avoid making these mistakes when preparing future T&A's,

- personnel offices to assure all personnel actions required are processed,

- accounting offices to review for charges associated with error conditions.

TIME reports are also available through the Report Generator System, CULPRPT. Below is a table of the external TIME reports and the CULPRPT counterpart, when applicable. See the CULPRPT procedure for samples of T&A related reports.

Report ID	Title	CULPRPT Report
TIME 3201	Error Analysis By Contact Point	P0053, Error Analysis By Contact Point
TIME 4004	Leave Error Report & Letter Of Information	P0152, Leave Error Report
TIME 4101	Exceeded Limitations Report To Contact Point	
TIME 4102	Exceeded Limitations Report To Employing Office	
TIME 4303	Remote Entry Percent Of Errors	P0149, T&A Reject Percentage Report By Agency (Cumulative)
TIME 4503	T&A Reject Percentage Report By Contact Point (Cumulative)	P0054, T&A Reject Percentage Report By Contact Point (Cumulative)

Title I
Chapter 7
Section 6

**Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages**

(reserved

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Time Edit Messages

Code	Message	Page
102	Invalid Value	**19**
103	Appt Limit Based On Days; Days In Pay Status Omitted	**20**
104	Total Time Does Not Equal Pr, TC, & Suffix Total	**21**
105	Total Time With Pay Does Not Balance	**22**
106	Fraction Field Must Be Blank, 1, 2, Or 3	**23**
107	Base Hours Worked Exceed 80 For The Pay Period	**24**
108	Reserved	
109	Separated Employee Not Allowed Advanced Leave	**25**
110	Exceeds Maximum Days Of Military Leave	**26**
111	Other Than Permanent F/T Or P/T Using Mil Lv	**27**
112	Days In Pay Status Omitted For Intermittent Emp	**28**
113	Reserved	
114	Reserved	
115	T&A Alternator Entry For Other Than FS Alternator	**29**
116	Reserved	
117	Advanced Leave Used Not Coded	**30**
118	Comp Leave Used Exceeds Amount Available	**31**
119	Advanced Leave Used Exceeds NTE Date	**32**
120	Reserved	
121	Advanced Leave Exceeds Leave Earned By Year End	**33**
122	Sick Leave Cannot Be Advanced Beyond 240 Hrs	**34**
123	AUO Hours Recorded Without % Rate	**35**
124	Reserved	
125	Spec Emp Cd Must Be 01, 02, 03, 08, 12, Or 26	**36**
126	% Must Be 07, 10, 12, 15, 17, 20, 22, 25, Or 99	**37**
127	Standby, AUO, Avail Pay Percent Required	**38**
128	Days Worked Exceed 14	**39**
129	FS Quarters On T&A; No Rate On Database	**40**
130	Reserved	
131	Reserved	

Title I
Chapter 7
Section 6

**Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages**

Code	Message	Page
132	Reserved	
133	Acctg Code 2, No Acctg Stored On Database	**41**
134	Reserved	
135	Accounting Data Must Be Shown	**42**
136	Reserved	
137	Employee In Nonpay Or Separated Status	**43**
138	Reserved	
139	Change Requires A Split T&A	**44**
140	NFC Use Only (O/R Code A Force Accept)	**45**
141	Reserved	
142	Reserved	
143	Service Year Date Requires Split T&A	**46**
144	Unexplained Split T&A Or Status Change	**47**
145	Reserved	
146	Value Must Be Blank, 1, Or 2	**48**
147	Value Must Be Blank, 1, 2, Or 3	**49**
148	Oath Of Office Must Be Blank Or 1	**50**
149	Reserved	
150	Value Must Be Blank Or 01 Through 46	**51**
151	Quarters Deds Must Be Blank Or 01 Through 28	**52**
152	Reserved	
153	Days Must Be Blank Or 01 Thru 14	**53**
154	A/L Accrual Must Be Blank Or 01 Thru 10	**54**
155	Value Must Be Blank Or 00 Through 80	**55**
156	Reserved	
157	Reserved	
158	Nonpay Status Balance Cannot Exceed 2080	**56**
159	Total Time Cannot Exceed 320	**57**
160	AWS Field Must Be Blank, 3, 5, 7, 8, Or 9	**58**
161	Contact Point Not Matched To TMGT	**59**
162	Entry Must Be Blank Or 01 Through 14	**60**
163	No Check Mailing Address	**61**
164	Reserved	

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message	Page
165	Reserved	
166	F/T Emp Leave Accrual Not Allowed Due To AWOP	**62**
167	NTE Date Exceeded	**63**
168	Emergency Military Leave Exceeds 176 Hrs	**64**
169	Acctg Data Use Code 2 With Acctg On T&A	**65**
170	Acctg Data Use Code 1 Limits Acctg To One Line	**66**
171	Reserved	
172	Reserved	
173	Reserved	
174	Alternator Code And Hrs Both Require Entries	**67**
175	Total Other Time Does Not Equal Prefix & TC Tot	**68**
176	Total Other Time Does Not Equal Hrs/Frac Totals	**69**
177	Employee Exceeds Day Appt Limitation	**70**
178	Employee Exceeds Hour Appt Limitation	**71**
179	Employee Exceeds Monetary Appt Limit	**72**
180	NFC Use Only - Leave Error	**73**
181	Incorrect Leave Accrual For Full-time Emp	**74**
182	Incorrect Leave Accrual For Part-time Emp	**75**
183	Reg Military Lv Used At F/Y End Requires Split T&A	**76**
184	Reserved	
185	Personnel Action Requires Status Entry On T&A	**77**
186	Reserved	
187	Employee Exceeded Temporary Promotion NTE Date	**78**
188	Split T&A Not Matched To Service Year Date	**79**
189	AWOP Exceeds 80 Hours	**80**
190	Military Leave Exceeds Maximum For Part-time Emp	**81**
191	Date AWOP Begins Require Status Change	**82**
192	Status Change Contains Duplicate Entry	**83**
193	T&A Received For Separated Employee	**84**
194	T&A Received For Paid Employee	**85**
195	Region/Unit Invalid For Forest Service	**86**
196	NRCS Acctg Cannot Be Stored With Leave TC	**87**
197	Reserved	

Title I
Chapter 7
Section 6

**Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages**

Code	Message	Page
198	Reserved	
199	Reserved	
200	Reserved	
201	TC Invalid For Forest Service	**88**
202	TC Invalid For NRCS	**89**
203	TC Invalid For Type T&A	**90**
204	Reserved	
205	TC Invalid For Intermittent Employee	**91**
206	TC Invalid For FWS Employee	**92**
207	Emp Ineligible For TC 41 Or AUO % Missing	**93**
208	TC 61 Hours Do Not Match Annual Leave Used Field	**94**
209	TC 62 Hours Do Not Match Sick Leave Used Field	**95**
210	TC 64 Hours Do Not Match Comp Leave Used Field	**96**
211	TC 71 Hours Do Not Match LWOP Used Field	**97**
212	TC 72 Hours Do Not Match AWOL Used Field	**98**
213	TC 73 Hours Do Not Match Susp Used Field	**99**
214	TC 65 Requires Entry In Regular Mil Lv Used Field	**100**
215	TC 68 Hours Do Not Match Emerg Mil Lv Used Field	**101**
216	TC 66 Hours Do Not Match Other Leave Used Field	**102**
217	NFC Use Only - Invalid Accounting	**103**
218	Reserved	
219	TC Prefix Invalid	**104**
220	TC Suffix Invalid	**105**
221	Forest Service Meals Entry Invalid	**106**
222	TC Invalid	**107**
223	TC 23 Valid For FLSA Employees Only	**108**
224	TC 22 Valid For APHIS Only	**109**
225	TC 18 Valid For GIPSA Only	**110**
226	Reserved	
227	Reserved	
228	Reserved	
229	Employee Worked Varied Shift-No Rate	**111**
230	Sunday & Sunday Night Diff Cannot Exceed 32 Hrs	**112**

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Title I
Chapter 7
Section 6

**Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages**

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message	Page
296	Pay Plan AE, IC, & RA Cannot Accrue A/L Or S/L	**172**
297	No Quarters Deduction Rate On Database	**173**
298	Cannot Earn Comp; Salary Equal Or Less GS 10/10	**174**
299	Reserved	
300	Reserved	
301	Reserved	
302	Supplemental T&A Cannot Be Used To Correct Leave	**175**
303	NFC Use Only - SSN Change	**176**
304	Reserved	
305	Number Of Pages Not Equal To Continued Code	**177**
306	Split T&A Missing Status Change Entry	**178**
307	Future Pay Period Number On T&A Not Allowed	**179**
308	Reserved	
309	NFC Use Only - T&A Force Deleted	**180**
310	Reserved	
311	T&A Already Paid	**181**
312	Duplicate T&A	**182**
313	Continuation Code Must Be 2 Or 3 For Continued T&A	**183**
314	Correction Code Must Be 1 Or 2 For Corr/Supp T&A	**184**
315	Corrected/Supp T&A With No Original Processed	**185**
316	Reserved	
317	Reserved	
318	Reserved	
319	Multiple Pay Period T&A's Rejected As A Group	**186**
320	Prior T&A(s) Without Current T&A	**187**
321	Reserved	
322	Social Security Number Or Agency Incorrect	**188**
323	NFC Use Only - Incorrect SSN Type O Puller	**189**
324	NFC Use Only-Original T&A Replaced By Corrected	**190**
325	NFC Use Only-Regular & Supp T&A Combined	**191**
326	Reserved	
327	Transaction Lines Exceed 30	**192**
328	Number Of T&A Pages Exceed 12	**193**

Title I
Chapter 7
Section 6

**Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages**

Code	Message	Page
329	Pay Periods Not Consecutive For F/T Or P/T Emp	**194**
330	NFC Use Only - T&A's Same PP; 2 Different Agencies	**195**
331	Reserved	
332	Supp & Corrected T&A's Not Allowed In Same PP	**196**
333	Personnel Puller Dropped Superceded By T&A Puller	**197**
334	NFC Use Only-T&A Retrieved By Type O Puller	**198**
335	Reserved	
336	T&A Suspended Due To Personnel Puller	**199**
337	Reserved	
338	Reserved	
339	Reserved	
340	NFC Use Only-T&A Revalidated Due To Pers Action	**200**
341	Reserved	
342	Status Change Omitted From Supplemental T&A	**201**
343	Reserved	
344	Continuation Or Split T&A's Rejected As A Group	**202**
345	T&A Error Cannot Be Force Accepted	**203**
346	Late T&A Greater Than 4 Prior Pay Periods	**204**
347	T&A Must Be Paid Manually-Spec Emp Code 30 Or 35	**205**
348	T&A Coded Final - No Separation Action	**206**
349	Pay Period Prior To Last Time Paid	**207**
350	Reserved	
351	Reserved	
352	Personnel Puller Did Not Suspend T&A-T&A Paid	**208**
353	Lv Accrual For PT Emp On Corr TA Not = To Orig TA	**209**
354	PT Carryover Hrs On Corr T&A Not = To Original T&A	**210**
355	AWOP Used Hours On Corr T&A Not Eq To Orig T&A	**211**
356	Annual Lv Used On Corr T&A Exceeds Original T&A	**212**
357	Sick Lv Used On Corr T&A Exceeds Original T&A	**213**
358	Restored Lv Used On Corr T&A Exceeds Orig T&A	**214**
359	Comp Lv Used On Corr T&A Exceeds Orig T&A	**215**
360	Military Lv Used On Corr T&A Exceeds F/Y Max	**216**

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message	Page
361	Emerg Mil Lv Used On Corr T&A Exceeds CY Max	**217**
362	Reserved	
363	Tour Change On Corrected T&A Earlier Than Prior PP	**218**
364	Pay Plan WC Employee T&A Cannot Process In System	**219**
365	Corrected T&A Suspended With Regular T&A	**220**
366	Supplemental T&A Suspended-Original T&A Pulled	**221**
367	T&A Puller Exists; Personnel Puller Not Required	**222**
368	T&A Coded Pulled	**223**
369	Cannot Force Accept Invalid Appropriation	**224**
370	Deceased Employee T&A - Cannot Process In System	**225**
371	Invalid Fiscal Year For Acctg Data	**226**
372	Acctg Data Usage Code 1 Invalid For FY Change T&A	**227**
373	Acctg Data Usage Code 2 Invalid For FY Split T&A	**228**
374	Corr Or Supp T&A - Invalid Pay Period Number	**229**
375	Split T&A Required CY End For AWOP & Mil Lv	**230**
376	Incentive Pay Valid For Agencies 63 And AB Only	**231**
377	Pref 77 Valid With TC 32 (Comp Worked Relig) Only	**232**
378	Reserved	
379	Final Flag Must Be 1	**233**
380	Reserved	
381	Incentive Pay Cannot Exceed $900 For AB Or $500 For 63	**234**
382	DoJ/FS Final Flag Must Be 8 Or 9 With AWS 5 Or 8	**235**
383	Reserved	
384	Final Flag 4 Or 9 Valid For FS And DoJ Only	**236**
385	Reserved	
386	Reserved	
387	Suffix Must Be 1, 2, 3, Or 8 For TC 51	**237**
388	Prefix Must Be Blank For TC 51	**238**
389	Sep Maintenance Allowance Entry Must Be 1 Thru 14	**239**
390	No Rate In Database For Sep Maintenance Allowance	**240**

Title I
Chapter 7
Section 6

**Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages**

Code	Message	Page
391	Differential Not Allowed Due To Salary	**241**
392	TC 17 Suffix 5 (Ship Inspection) For FCC Only	**242**
393	Reserved	
394	Credit Hours Exceed Maximum Allowed	**243**
395	AWS Other Than 7 Or 8-Inelig To Earn Credit Hours	**244**
396	Intermittent Emp Ineligible To Earn Credit Hours	**245**
397	Credit Hours Used Exceed Balance	**246**
398	Intermittent Emp Inelig To Use Credit Hours	**247**
399	TC 17 Prefix 21 & 22 Valid For IRS Only	**248**
400	TC 17 Prefix 21 & 22 Invalid For Corrected T&A	**249**
401	TC 17 Prefix 11 Thru 17 For DoJ & TR Only	**250**
402	TC 17 Prefixes 21 & 22 Not Valid For Separated Emp	**251**
403	Eff Day Must Be Recorded For TC 17 Prefix 21 & 22	**252**
404	SES Ineligible For O/T, Comp, Or Differential	**253**
405	Reserved	
406	TC 17 Prefixes 18 And 19 For DoJ Only	**255**
407	TC 17 Prefix 19 Entry Must Be 01 Thru 14	**256**
408	TC 17 Suffixes 6 And 7 For Agency SR Use Only	**257**
409	Tips Reported After Cutoff Date, Report Next PP	**258**
410	1911 Overtime For AF Only	**259**
411	Base Hrs Worked & AWOP Each Equal 80 Hrs Or More	**260**
412	Employee Ineligible For Acting Pay	**262**
413	NFC Use Only-TC Invalid For FLSA Law Enforce Emps	**263**
414	Home & Shore Leave Must Be In Increments Of 8	**264**
415	TC 17 Prefixes 40, 41, 42, 43, 44 For IN Only	**265**
416	TC 17 Prefixes 40 & 41 Invalid For PT & Int Emps	**266**
417	TC 17 Prefixes 40-41, 43-44 Must Be Divisible By 4	**267**
418	TC 17 Prefixes 40 & 41 Cannot Exceed 120 Hours	**268**
419	TC 17 Prefixes 43 & 44 Cannot Exceed 108 Hours	**269**
420	NFC Use Only-AWOP & TC17 Pref 40, 41, 43, 44 Invalid	**270**
421	NFC Use Only-TC31 & TC17 Pref 40, 41, 43, 44 Invalid	**271**

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

(reserved

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
102	*Invalid Value*

Description

Error: Value entered does not meet system specifications.

The value for this element must be either alphabetic, numeric, or alphanumeric and must be the correct number of positions.

NFC Action:
Enter the valid value.

Title I

Chapter 7

Section 6

**Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages**

Code	Message
103	*Appt Limit Based On Days; Days In Pay Status Omitted*

Description

Error: Days worked for the pay period not reported.

The appointment limitation is based on days worked; therefore, the number of days in pay status must be entered. If the employee was in nonpay status for the entire pay period, enter **00** in this field. Note: Though an employee may not work a full day, the time worked is counted as one day (e.g. 4 hours worked is counted as one day).

Nonpay status includes Leave Without Pay (LWOP) (TC 71), Absence Without Leave (AWOL) (TC 72), Suspension (TC 73), and Furlough (TC 74).

NFC Action:
Enter the applicable number of days.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
104	*Total Time Does Not Equal Pr, TC, & Suffix Total*
Description	

Error: The combined total of the transaction code, prefix code, and suffix, does not equal to the Total Time field.

NFC Action:

Calculate and enter the correct total.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
105	*Total Time With Pay Does Not Balance*
Description	

Error: The combined total of the Week1 and Week2 Hours and Fractions fields does not equal to the Total Time With Pay field.

The Total Time is the sum of Week1 and Week2 Hours/Fractions. Do not include monetary amounts in the total time field.

NFC Action:
Calculate and enter the correct total.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
106	*Fraction Field Must Be Blank, 1, 2, Or 3*

Description

Error: The fraction entry for hours worked, leave used, and leave balances does not correspond with the quarter hour requirement.

Note: This message applies to hour entries only; it does not apply to monetary entries.

NFC Action:
Enter fractions as follows:
For *1/4* enter *1*
For *1/2* enter *2*
For *3/4* enter *3*

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
107	*Base Hours Worked Exceed 80 For The Pay Period*
Description	

Error: More than 80 hours of regular time recorded for the pay period for the following transaction codes:
TC 01, 04, 05, 11, 19, 26, 35, 36, 37, 38, 50, 59, and **60** through **69.**

NFC Action:
Based on the tour of duty, charge hours to overtime if applicable and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
109	*Separated Employee Not Allowed Advanced Leave*
Description	

Error: Advance leave code 1, 2, or 3 recorded for a separated employee.

Separated employees are not allowed advanced annual, sick, or compensatory leave except if the separation is due to disability retirement or death.

Separation Accession Type
0 = No Separation
1 = Regular Separation
3 = Deceased

Advanced Leave Codes
1 = Annual Leave
2 = Sick Leave
3 = Annual and Sick Leave

Nature of Action Code/Description
301 - Retirement (Disability)
350 - Death
352 - Termination
354 - Separation (Disability)

NFC Action:
Notify the agency that the T&A is being held for indebtedness pending receipt of Form AD-343, Payroll Action Request (or the Special Payroll Processing System (SPPS) entry when indebtedness and death cases are implemented).

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
110	*Exceeds Maximum Days Of Military Leave*

Description

Error: The employee's total number of days charged to military leave exceeds **15**.

Eligible employees are allowed to use 15 calendar days of regular military leave each fiscal year. Members of the National Guard in the District of Columbia are allowed to exceed the 15-day limitation for parades and encampments ordered under the provisions of the law.

Note:Military leave can be carried over from one fiscal year to the next fiscal year..

NFC Action:
Change the excess amount to compensatory leave, restored annual leave, annual leave, and/or leave without pay (LWOP) and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
111	*Other Than Permanent F/T Or P/T Using Mil Lv*

Description

Error: Military leave recorded for an ineligible employee.

Only a permanent full-time or a permanent part-time employee and a temporary full-time or temporary part-time employee whose appointment exceeds 1 year are eligible to use military leave.

The type of employment codes are:
1 - Full-time
2 - Part-time
5 - First 40 Hours (Full-time)

The type of appointment codes for temporary appointments are:
04 - Competitive-Temporary, Special Need, SES-Time Limited/Career
09 - Excepted-Temporary, SES Time-Limited/Noncareer

NFC Action:
If the appointment or type of employment is other than the above, change the military leave to compensatory leave, restored annual leave, annual leave, and/or leave without pay (LWOP) and notify the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
112	*Days In Pay Status Omitted For Intermittent Emp*

Description

Error: Days worked not reported for intermittent employee.

Days worked each pay period must be recorded for intermittent employees except for Forest Service Older American enrollees. If the T&A reflects no hours worked, enter *00* in the Days (in pay status) field.

NFC Action:

Enter the number of days worked in the Days (in pay status) field. **Note:** Though an employee may not work a full day, the time worked is counted as one day (e.g. 4 hours worked is counted as one day). CULPRPT Report P0099, Error Analysis for T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
115	*T&A Alternator Entry For Other Than FS Alternator*

Description

Error: Forest Service Alternator field coded for ineligible employee.

The alternator code field (for Forest Service employees only) on the T&A is audited in conjunction with the special employee code on the database. This field allows certain employees to change their tour on the T&A rather than processing a personnel action. A personnel action output (SF-50B) is generated when this field is completed.

Employees with Special Employee Codes **09, 25,** and **81** are allowed to change their tour on the T&A.

Special Employee Code	**Definition**
09	Mixed Tour
25	FS Job Corps Mt
81	Temporary Employee - FS Pilot Units

NFC Action:
Delete the alternator code and notify the agency.

CULPRPT Report P0099, Error Analysis for T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
117	*Advanced Leave Used Not Coded*

Description

Error: Annual and/or sick leave used exceeds leave available resulting in a negative leave balance and advanced leave field not coded.

This **informational message** indicates that the Advanced Leave field must be coded when annual or sick leave used is greater than the leave available (i.e., annual or sick leave forwarded plus the pay period accrual is less than the amount being used).

The leave used is taken from the TC 61 and TC 62 hour entries for Week1 and Week2.

Advanced Leave Code	**Definition**
1	Advanced Annual Leave
2	Advanced Sick Leave
3	Advanced Annual and Sick Leave

NFC Action:
The system generates the applicable advanced leave code for the advanced leave being used.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
118	*Comp Leave Used Exceeds Amount Available*

Description

Error: Compensatory leave used exceeds the compensatory leave available.

The leave used is taken from the TC 64 hour entries for Week1 and Week2.

NFC Action:
Change the excess hours to restored annual leave, annual leave, or leave without pay (LWOP) and notify the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
119	*Advanced Leave Used Exceeds NTE Date*

Description

Error: Negative leave balance extends beyond appointment expiration date.

Employees with temporary appointments cannot be advanced leave that would extend beyond the not-to-exceed (NTE) date. Leave that has been advanced must be paid back by the time the appointment ends for the following temporary appointments:

Type Of Appointment Code   **Definition**

4   Competitive (Temporary)
9   Excepted (Temporary)

NFC Action:
Change leave used to compensatory leave, restored annual leave, annual leave, and/or leave without pay (LWOP) and notify the agency. CULPRPT Report P0099, Error Analysis for T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
121	*Advanced Leave Exceeds Leave Earned By Year End*

Description

Error: Negative leave balance exceeds leave accruals through the end of the leave year.

The number of advanced annual leave hours must not exceed the number of hours that the employee will earn during the remainder of the leave year.

NFC Action:
Change advanced leave to compensatory leave, restored annual leave, and/or leave without pay (LWOP) and notify the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
122	*Sick Leave Cannot Be Advanced Beyond 240 Hrs*

Description

Error: Negative sick leave balance exceeds **240** hours.

The maximum sick leave hours that can be advanced is limited to **240** hours.

NFC Action:
Reduce the hours in excess of 240 and charge to compensatory leave, restored annual leave, annual leave, and/or leave without pay (LWOP) and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
123	*AUO Hours Recorded Without % Rate*

Description

Error: Hours recorded in AUO Hours field without a percentage rate.

The percent field must be completed when AUO hours are recorded. When eligibility ceases, enter **99** in the % field and leave the hours blank.

The special employee code must be **03** for standby, **08** for AUO, or **26** for availability pay, to receive payment.

Special Employee Code	**Definition**
03	Scheduled Standby AUO-Exempt/Non Exempt FLSA
08	AUO Other Than Law Enforcement Personnel
26	Availability Pay

NFC Action:
Delete the data in the AUO field and notify the agency that a personnel action is required. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

Title I

Chapter 7

Section 6

**Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages**

Code	Message
125	*Spec Emp Cd Must Be 01, 02, 03, 08, 12, Or 26*
Description	

Error: The AUO (Administratively Uncontrollable Overtime) field is coded for AUO, standby, or availability pay; however the employee is ineligible.

Eligibility is based on the following special employee codes:

Special Employee Code	**Definition**
01	Scheduled Standby Nonexempt FLSA
02	Administratively Uncontrollable Overtime - Nonexempt FLSA
03	Scheduled Standby AUO Exempt-Nonexempt FLSA
08	AUO Other Than Law Enforcement Personnel
12	Supervisory/Managerial Employees, Exceed Band By 6%
26	Availability Pay

NFC Action:

Delete the data in the AUO field and notify the agency. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
126	*% Must Be 07, 10, 12, 15, 17, 20, 22, 25, Or 99*

Description

Error: Invalid entry in AUO % field.

The standby or AUO percent entry must be **07, 10, 12, 15, 17, 20, 22, 25,** or **99**. The availability percent must be **25** or **99**. **Note:** Payment of availability pay begins and ends with the processing of a personnel action: the T&A is not coded unless a corrected T&A is being processed to retroactively begin availability pay. The T&A is coded only to change the hours.

See TMGT Table 50, Standby AUO Percentages, for the actual percentage rate paid based on the T&A entry.

NFC Action:
Enter one of the valid percentages above or delete the data and notify the agency. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
127	*Standby, AUO, Avail Pay Percent Required*

Description

Error: Hours recorded in the AUO1/AUO2 fields however, the % field is blank.

If hours are entered in the AUO 1 and AUO 2 fields, the percent field must also be completed. The percentage rate for availability pay is **25**.

NFC Action:
Request the percentage rate from the agency or delete the hours shown.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
128	*Days Worked Exceed 14*

Description

Error: The number of days recorded in the Days field exceed the number of days in a pay period.

The entry in the Days (In Pay Status) field is more than **14**. **Note:** Split T&A's may inadvertently show 10 on each half instead of the actual number of days worked on each half of the split . Continued T&A's may inadvertently show the total number of days worked on each T&A.

NFC Action:
Enter the correct number of days.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
129	*FS Quarters On T&A; No Rate On Database*

Description

Error: The quarters field contains an entry; however, a personnel action was not processed to establish the deduction rate.

Note: This message applies to Forest Service only.

NFC Action:

Delete the quarters from the T&A and notify the agency. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
133	*Acctg Code 2, No Acctg Stored On Database*

Description

Error: The Accounting Data Usage Code on the T&A contains **2** indicating that the accounting data on the database should be used; however, the accounting data was never stored on a previously processed T&A.

The accounting data must be stored by completing the accounting data field with the applicable accounting and entering **1** in the Accounting Code (AC) field. Thereafter, AC **2** (use database) is entered in the AC field and the accounting data fields are left blank.

NFC Action:
For new employees, request the accounting data from the agency. For other employees, use prior T&A's accounting data.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
135	*Accounting Data Must Be Shown*

Description

Error: The Accounting Data Usage Code is blank or contains 1 and no accounting data is shown on the T&A.

The accounting data must be stored in the database and not entered on each pay period's T&A or entered on the T&A each pay period if not stored.

NFC Action:

Check the Information/Research Inquiry System (IRIS) Accounting Data Usage Code and/or Accounting Distribution Appropriation Code fields. Enter either (1) Accounting Code 1 (store) and enter the accounting data shown in IRIS, or (2) Accounting Code 2 (use database accounting) if the Accounting Data Usage Code shows 1.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
137	*Employee In Nonpay Or Separated Status*

Description

Error: A T&A is transmitted for an employee who is in nonpay status or is separated.

The database indicates the employee is in nonpay status or is separated based on a processed personnel action. The Current Employment Status Code is **1, 2, 3, 4, 5, 6, 7, or 8,** indicating the employee is in nonpay status (see table below for descriptions). The Separation-Accession Type is 1 or 2 indicating the employee is separated. Code **0** in the Separation-Accession Type field indicates active status.

Current Employment Status Code	Description
1	Military Furlough
2	LWOP (Excess 30 Days)
3	Furlough (RIF)
4	Furlough (Seasonal)
5	Suspension
6	Furlough (Intergovernmental Personnel Act)
7	OWCP-LWOP
8	LWOP Pending Disability Retirement Approval

NFC Action:
If the employee is separated, notify the agency that an accession (or cancellation to the separation) is required.

CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
139	*Change Requires A Split T&A*

Description

Error: T&A is not split for a personnel action effective in the processing pay period.

A personnel action or other change (e.g., service year change, etc.), requires a split T&A. If the effective date of the change occurs on days **3** through **12** of the pay period, the T&A must be split.

If the effective date of the change occurs on days **1** and **2** or **13** and **14,** a split is required only if the change is effective on these days and the employee **worked** days **1** and **2** or **13** and **14**.

NFC Action:
Split the T&A in accordance with the change.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
140	*NFC Use Only (O/R Code A Force Accept)*

Description

Error: N/A

This **informational message** indicates that the T&A has been force accepted.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
143	*Service Year Date Requires Split T&A*

Description

Error: T&A not split for service year.

A split T&A is required on the service year anniversary date. If the service year falls within **Day 3** through **Day 13**, a split T&A is required.

NFC Action:

Split the T&A on the service year day. The T&A can be force accepted/released without splitting if:

- The service year day is Day 02 and the employee did not work on Day 01, or

- The service year day is Day 14 and the employee did not work on Day 14.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
144	*Unexplained Split T&A Or Status Change*

Description

Error: Status Start and/or End field completed with no personnel action or service year to match the T&A.

Certain personnel actions and changes require split T&A's. See the T&A procedure for a list of occurrences that require a split T&A.

Note: A split T&A is required at fiscal year end when military leave is used and when standby or AUO are charged to both fiscal years.

Also, the accession or separation action **date** must be compatible with the T&A status change start or end **day**.

NFC Action:
Force release the split T&A. Remove the status start/end data for the single T&A if it is not coded final. If coded final, notify the agency that a separation action is required. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

Title I

Chapter 7

Section 6

**Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages**

Code	Message
146	*Value Must Be Blank, 1, Or 2*

Description

Error: Invalid value entered in one of the fields below.

The valid values are:

Accounting Data Use Code	**Definition**
Blank	Use accounting data shown on the T&A
1	Store accounting data
2	Use database accounting data

Correction Code	**Definition**
Blank	Original T&A
1	Corrected T&A
2	Supplemental T&A

NFC Action:
Enter the valid code.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
147	*Value Must Be Blank, 1, 2, Or 3*

Description

Error: Invalid value entered in one of the fields below.

The valid values are:

Advanced Leave Authorization Code (AL)	**Definition**
Blank	No advance
1	Annual
2	Sick
3	Annual and sick

FS (Forest Service) Alternator Change Code	**Definition**
Blank	Not Applicable
1	Full-time biweekly
2	Part-time biweekly
3	Intermittent - no established tour

NFC Action:
Enter the valid code.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
148	*Oath Of Office Must Be Blank Or 1*

Description

Error: Invalid value in the Oath of Office field.

The Oath of Office field is completed with **1** for a new employee.

NFC Action:
Enter *1* in the Oath Of Office field for a new employee or delete the invalid value. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
150	*Value Must Be Blank Or 01 Through 46*

Description

Error: Incorrect hours entered in AUO 1/AUO 2 fields.

The hours entered in the AUO 1 and AUO 2 fields must be equal to or less than the employee's weekly tour of duty hours for standby, AUO, or availability pay.

NFC Action:
Determine the hours to be entered based on the tour and notify the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
151	*Quarters Deds Must Be Blank Or 01 Through 28*

Description

Error: The value shown in the Quarters field exceeds **28.**

Quarters may be recorded for a prior and current pay period only.

NFC Action:
If over 28, reduce to 28 and notify the agency to submit Form AD-343, Payroll Action Request, for the excess amount.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
153	*Days Must Be Blank Or 00 Thru 14*

Description

Error: The Days (In Pay Status) entry is invalid.

NFC Action:

Enter the applicable number of days. If the employee is in nonpay status for the entire pay period, enter *00*.

Title I
Chapter 7
Section 6

**Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages**

Code	Message
154	*A/L Accrual Must Be Blank, Or 01 Thru 10*

Description

Error: The annual leave accrual exceeds **10** hours.

Annual leave accrual cannot exceed **10** hours in a pay period. **Exception:** Certain firefighters (other than Forest Service) are allowed to accrue more than 10 hours in a pay period.

NFC Action:
Enter the correct accruals for the pay period based on the leave category.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
155	*Value Must Be Blank, Or 00 Through 80*

Description

Error: Invalid entry in one of the fields below:

The fields listed below allow only **blank** and **00** through **80** in the **hours** portion. Message 106 edits for fractions.

Annual Leave Used
Sick Leave Used
Compensatory Leave Used
Leave Without Pay (LWOP) Used
Absence Without Leave (AWOL) Used
Suspension Hours Used
Military Emergency Hours Used
Administrative Leave Used
FS Alternator Hours

Exception: Certain firefighters (other than Forest Service) and wage marine employees tours of duty exceed 80 hours per pay period.

NFC Action:
Enter the applicable hours.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
158	*Nonpay Status Balance Cannot Exceed 2080*

Description

Error: The cumulative nonpay status hours exceed the **2080** (maximum hours in a calendar year.)

Nonpay status balance cannot exceed **2080** hours in a year. Nonpay status includes leave without pay (LWOP), absence without leave (AWOL), furlough, and suspension.

NFC Action:
Reduce the excess amount.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
159	*Total Time Cannot Exceed 320*

Description

Error: The total hours with pay in a pay period exceed **320**.

All transaction code hours are included in this total except for the following transaction codes:

Transaction Code	Prefix/Suffix	Description
17	Other than 40, 41, 43,44	INS 1931 O/T
49		Remote Site Allowance
49	3 & 4	Quarters Allowance
51	1 & 8	Uniform Allowance
51	2 & 3	Sep. Maintenance Allow.
89		Imprest Fund
92		Meals

NFC Action:
If valid, force accept the T&A.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
160	*AWS Field Must Be Blank, 3, 5, 7, 8, Or 9*

Description

Error: Invalid AWS code.

Alternate Work Schedule value must be **3, 5, 7,** or **8,** and **9** to reset to a regular work schedule.

NFC Action:
Enter the applicable code based on the hours recorded each week.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
161	*Contact Point Not Matched To TMGT*

Description

Error: Invalid contact point code.

The contact point does not match a contact point in the Table Management System (TMGT) Table 03, T&A Contact Point Name And Address.

NFC Action:

Check Table 03, T&A Contact Point Name And Address, for the status of the contact point. The date in the Beginning Effective Date field is the date that the contact point became valid and was entered in TMGT. The Last Effective Date field, if other than 12/31/99, is the date that the contact point expired and is no longer valid as of the date shown. If the Last Effective Date is 12/31/99, the contact point is valid. Request the valid contact point from the agency if not found in Table 03.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
162	*Entry Must Be Blank Or 01 Through 14*

Description
Error: The status Start/End or Regular Military Days Used field has a value other than **01** through **14.** The **status Start/End** or **Regular Military Days Used** field must be within the range of the number of days in a pay period. **NFC Action:** Determine the correct value and enter in the applicable field.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
163	*No Check Mailing Address*

Description

Error: A T&A is transmitted with pay due but there is no check mailing address in the database for the employee.

NFC Action:

If the residence address is on the database, force accept the T&A; the check will be sent to the residence address. If the residence address is not on the database, request an address from the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
166	*F/T Emp Leave Accrual Not Allowed Due To AWOP*

Description

Error: Leave accruals recorded in nonpay status pay period.

When the hours of absence without pay (AWOP) (TC 71, leave without pay (LWOP); TC 72, absence without leave (AWOL); TC 73, Suspension; and TC 74, Furlough) are equal to 80 (or any multiple of 80), the employee is not entitled to accrue annual or sick leave.

NFC Action:
Remove accruals.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
167	*NTE Date Exceeded*

Description

Error: Employee exceeds his/her not-to-exceed date this pay period.

A T&A must not be processed when the appointment limitation not-to-exceed (NTE) date has passed unless a personnel action is processed to extend, convert, or terminate the appointment.

NFC Action:

None. If the employee exceeds the limitation in the first pay period, the T&A does not reject. If the employee exceeds in a subsequent pay period, the T&A cannot be force released; a personnel action is required. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

Agency Action:

Process the required personnel action.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
168	*Emergency Military Leave Exceeds 176 Hrs*
Description	

Error: TC 68 hours on the T&A plus the year to date used on the database exceed **176** hours.

The maximum number of emergency military leave hours used in a calendar year cannot exceed 176 hours.

NFC Action:
Force accept the T&A if unable to contact the agency for guidance.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
169	*Acctg Data Use Code 2 With Acctg On T&A*

Description

Error: Accounting Usage Code 2 indicates use stored accounting however, the accounting data is recorded on the T&A.

The accounting distribution code fields should be blank when the Accounting Data Usage Code reflects **2**.

NFC Action:

Remove the accounting data usage code **2** and use the accounting data shown on the T&A.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
170	*Acctg Data Use Code 1 Limits Acctg To One Line*

Description

Error: Accounting Data Usage Code field is coded **1** which indicates store the **one** line of accounting data shown on the T&A however, multiple lines of accounting are recorded.

Only one line of accounting data can be stored on the database. If the Accounting Data Usage Code field is coded **1**, only one line of accounting can be entered on the T&A.

NFC Action:
Remove the accounting data usage code **1** and use the accounting data shown on the T&A.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
174	*Alternator Code And Hrs Both Require Entries*

Description

Error: Either the Alternator Code **or** Hours field is completed.

When there is an entry in the Alternator Code of the Forest Service T&A, there must be a corresponding entry in the alternator hours and vice versa.

NFC Action:
Enter the missing data.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
175	*Total Other Time Does Not Equal Prefix & TC Tot*
Description	

Error: The combined total of the transaction code and prefix code does not equal to the Total Other Time field.

NFC Action:

Calculate and enter the correct total.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
176	*Total Other Time Does Not Equal Hrs/Frac Totals*

Description

Error: The combined total of the Week1 Hours and Week2 Fractions fields does not equal to the Total Other Time field.

The Total Other Time is the sum of Week1 and Week2 Hours/Fractions.

NFC Action:
Calculate and enter the correct total.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
177	*Employee Exceeds Day Appt Limitation*

Description

Error: Employee exceeds his/her day limitation this pay period.

The employee cannot work beyond the number of days established for the limitation.

NFC Action:

None. If the employee exceeds the limitation in the first pay period, the T&A does not reject. If the employee exceeds in a subsequent pay period, the T&A cannot be force released; a personnel action is required. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

Agency Action:

Process the required personnel action.

Payroll/Personnel Manual
**Time And Attendance Procedures**
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
178	*Employee Exceeds Hour Appt Limitation*

Description

Error: Employee exceeds his/her hour limitation this pay period.

The employee cannot work beyond the number of hours established for the limitation. Paid leave (TC 60 through 69) is **not** counted towards the hour limitation **Note:** This message does not apply to Forest Service.

NFC Action:

None. If the employee exceeds the limitation in the first pay period, the T&A does not reject. If the employee exceeds in a subsequent pay period, the T&A cannot be force released; a personnel action is required. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

Agency Action

Process the required personnel action.

Code	Message
179	*Employee Exceeds Monetary Appt Limit*

Description

Error: Employee exceeds his/her monetary limitation this pay period.

The employee cannot work beyond the monetary amount established for the limitation. **Note:** Paid leave (TC 60 through 69) is counted towards the hour limitation .

NFC Action:

None. If the employee exceeds the limitation in the first pay period, the T&A does not reject. If the employee exceeds in a subsequent pay period, the T&A cannot be force released; a personnel action is required. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

Agency Action:

Process the required personnel action.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
180	*NFC Use Only - Leave Error*

Description

Error: The leave balance on the T&A does not agree with the leave balance in the database.

This **informational message** indicates that a leave error exists as a result of leave earned or used during the pay period.

The leave error will appear on the Leave Error Report (TIME 4004; CULPRPT P0152.)

NFC Action:
No action necessary; the T&A will not reject.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
181	*Incorrect Leave Accrual For Full-time Emp*
Description	

Error: This **informational message** indicates that the T&A leave accrual does not agree with the database accrual.

This message also displays on the TIME 3201 and CULPRPT P0053 reports.

Annual leave accruals are based on the leave category (4, 6, 8). Employees in category 6 will earn 10 hours in the last full pay period of the calendar year unless the employee is in nonpay status for the entire pay period. In this case, the employee will not accrue leave. Sick leave accrual for all categories is always 4 hours per pay period.

The following applies to annual leave and sick leave accruals:

- A full-time or part-time employee with leave category 0 is not entitled to earn annual leave

- An employee whose appointment is less than 90 days is entitled to sick leave accruals only

- An executive employee (Pay Plan Ex) is not entitled to annual nor sick leave accrual

☞**Reminder:** An employee does not receive accruals if in nonpay status/absence without pay (AWOP) for the entire pay period or when AWOP reaches a multiple 80. ✍

If an employee is hired or separated during the pay period, accruals will be given only if the full tour is worked.

If a holiday falls on the first Monday of the pay period and a full-time employee is hired on the first Tuesday of the pay period, the employee is entitled to leave accruals, though not entitled to holiday pay.

If an employee changes from full-time to intermittent or vice versa, the accruals are prorated.

NFC Action:
The system automatically adjusts accruals based on the above.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
182	*Incorrect Leave Accrual For Part-time Emp*

Description

Error: The annual or sick leave accrual recorded for a part-time employee does not agree with the system accrual for the pay period.

Part-time employees earn annual leave based on (1) the leave category and (2) base hours worked as shown below. Sick leave accrual is 1 hour for every 20 hours worked.

Leave Category	*Hours Worked*	*Leave Earned*
4	20	1 hour
6	13	1 hour
8	10	1 hour

An employee accrues sick leave only, under the following conditions:

- The employee is part-time and the leave category is 0
  (not entitled to earn annual leave) *or*

- The employee is an executive (Pay Plan Ex) *or*

- The employee is a Federally-controlled cooperative type employee.

If an employee changes from part-time to intermittent or vice versa, the accruals are prorated.

NFC Action:
Determine the correct accruals based on the above information.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
183	*Reg Military Lv Used At F/Y End Requires Split T&A*

Description

Error: T&A not split for regular military leave used at fiscal year end.

Regular military leave is recorded by fiscal year. If an employee uses military leave in the pay period of the fiscal year change, a split T&A is required. The fiscal year ends/begins **September 30/October 1**.

NFC Action:
Split the T&A as required.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
185	*Personnel Action Requires Status Entry On T&A*

Description

Error: Start or End field is not completed for personnel action.

If the change action is effective from Day 2 through Day 13, the status Start or End field must be completed.

If the accession is effective on Day 13 or 14, the status Start field must be completed.

If the separation is effective on Day 1 or 2, the status End field must be completed.

NFC Action:
Enter the applicable status start or end day.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
187	*Employee Exceeded Temporary Promotion NTE Date*

Description

Error: Employee exceeds his/her temporary promotion not-to-exceed date this pay period.

The employee was temporarily promoted and cannot work beyond the not-to-exceed (NTE) date at the higher grade, however, the T&A reflects the employee working beyond the NTE date.

NFC Action:

None. If the employee exceeds in the first pay period, the T&A does not reject. If the employee exceeds in a subsequent pay period, the T&A cannot be force released, a personnel action is required. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

Agency Action:

Either (1) demote or permanently promote the employee, or (2) extend the temporary promotion.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
188	*Split T&A Not Matched To Service Year Date*

Description

Error: The status start and/or end day does not match the service year effective date.

The end day should be the day that the service year ends, the start day should be the day that the service year begins (e.g., service year ends on day 5 and starts on day 6).

NFC Action:
Split the T&A correctly.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
189	*AWOP Exceeds 80 Hours*

Description

Error: The total hours for leave without pay (LWOP) (TC 71), absence without leave (AWOL) (TC 72), Suspension (TC 73), and/or Furlough (TC 74) exceed 80 hours.

Nonpay status hours cannot exceed 80 hours in a pay period.

NFC Action:
Reduce to 80 hours.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
190	*Military Leave Exceeds Maximum For Part-time Emp*

Description

Error: Regular military leave used exceeds for a part-time employee exceeds maximum allowed.

Permanent part-time employees are eligible to use regular military leave on a pro-rata basis. To calculate the number of days used, divide 40 into the weekly tour of duty hours and multiply the result by 15. Carry out to 3 decimal places. To this total, add the military leave carryover from the database. **Note:** Members of the National Guard of the District of Columbia are authorized to use military leave for all days **(no limit)** for parades and encampments ordered under the provisions of the law.

NFC Action:
Calculate days using the above method. If the employee did exceed the maximum allowed, change excess to compensatory leave, restored annual leave, annual leave, and/or leave without pay (LWOP) and notify the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
191	*Date AWOP Begins Require Status Change*

Description

Error: Status Start entry for absence without pay (AWOP) omitted.

If a personnel action for AWOP is effective other than the beginning of a pay period and the employee worked prior to beginning AWOP, a status Start entry is required.

NFC Action:
Enter the effective *day* for the effective *date* of the AWOP action.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
192	*Status Change Contains Duplicate Entry*

Description

Error: A T&A has the same value in both the status Start and/or End fields.

NFC Action:
Determine which entry is valid (if any) or delete both entries.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
193	*T&A Received For Separated Employee*

Description

Error: A T&A is received for (1) an employee who is already separated and an accession action is required or (2) the status End day is later than the effective date of the separation action.

NFC Action:

If an accession action is required, notify the agency that the employee cannot be paid in the automated system without the accession action. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

If the status End day is later than the effective date of the separation action and the employee worked on that day, notify the agency; the personnel action may be in error. If the employee did not work on the day after the separation effective date, change the status End day to agree with the separation date.

Caution: Do not send corrected T&A's for separated employees; submit Form AD-343, Payroll Action Request.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
194	*T&A Received For Paid Employee*

Description

Error: A prior or current T&A is transmitted for a pay period that, according to the system, is already paid.

NFC Action:

Research the pay period in question by comparing the time recorded for the T&A that is to be paid with the T&A that has been paid. If the paid T&A's hours are **less** than the T&A in suspense, change the T&A in suspense to a corrected T&A. If the paid T&A's hours are **more** than the T&A in suspense, notify the agency if time permits, otherwise, do not change the T&A; it will suspend in the next pay period. Notify the agency of the error and resolve by next pay period's processing.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
195	*Region/Unit Invalid For Forest Service*

Description

Error: The region/unit entered in the town field of the T&A contact point is invalid.

NFC Action:

Obtain the correct region/unit from the database.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
196	*NRCS Acctg Cannot Be Stored With Leave TC*

Description

Error: The Accounting Data Usage Code is 1 and the accounting data recorded is for leave used.

Natural Resources Conservation Service (NRCS) accounting data cannot be stored (Accounting Data Usage Code 1) with a leave transaction code.

NFC Action:
Remove Accounting Data Usage Code 1.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
201	*TC Invalid For Forest Service*

Description

Error: Invalid transaction code for Forest Service.

Certain transaction codes are not for use by the Forest Service.

NFC Action:

See Table Management System (TMGT) Table 32, Transaction Codes, data element, AD-319-Flag. If this element shows *N*, the transaction code cannot be used for Forest Service. Notify the agency that the transaction code is being deleted.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
202	*TC Invalid For NRCS*

Description

Error: Invalid transaction code for the Natural Resources Conservation Service (NRCS).

Certain transaction codes are not for use by NRCS.

NFC Action:

See Table Management System (TMGT) Table 32, Transaction Codes, data element, AD-320-Flag. If this element shows *N*, the transaction code cannot be used for NRCS. Notify the agency that the transaction code is being deleted.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
203	*TC Invalid For Type T&A*

Description

Error: Invalid transaction code for the T&A type.

Certain transaction codes are not for use for certain types of T&A's.

NFC Action:

See Table Management System (TMGT) Table 32, Transaction Codes, data element, AD-321-Flag. If this element shows *N*, the transaction code cannot be used on this form. Notify the agency that the code is being deleted.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
205	*TC Invalid For Intermittent Employee*

Description

Error: The transaction code recorded is not valid for an intermittent employee.

The following transaction codes cannot be used for intermittent employees:

Transaction Code	*Description*
04	Sunday Differential
05	Sunday Differential With Night Differential
11	Night Differential
12	Night Differential Compensatory Time
13	Night Differential Sunday Double Time
25	Overtime Over 40 With Night Differential
26	Overtime Over 8 With Night Differential
31	Holiday Worked
32	Compensatory Time Worked
41	Premium Pay On An Annual Basis (DLO)
60 through 69	Paid Leave
71 through 74	Absence Without Pay (leave without pay (LWOP), absence without leave (AWOL) Suspension, Furlough)

NFC Action:

Delete the transaction code in question and notify the agency. **Reminder:** Though the employee may have leave from full-time or part-time status, the leave earned at that time cannot be used during intermittent status. Also, if an intermittent employee is substituting for a full-time or part-time employee (Intermittent field is coded 6), he/she is entitled to night differential.

91

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
206	*TC Invalid For FWS Employee*

Description

Error: The transaction code recorded is not valid for Federal Wage System (FWS)employee.

Certain transaction codes cannot be used for FWS employees.

NFC Action:

See Table Management System (TMGT) Table 32, Transaction Codes, data element, Wage Plan Flag. If this element shows *N*, the transaction code cannot be used for FWS employees. Delete the transaction code in question and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
207	*Emp Ineligible For TC 41 Or AUO % Missing*

Description

Error: TC 41 recorded for ineligible employee or the AUO % field is blank.

The special employee code must be one of the following to use TC 41, Premium Pay On An Annual Basis (DLO):

Special Employee Code	*Description*
01	Scheduled Standby-nonexempt from FLSA
02	AUO-nonexempt from FLSA
03	Scheduled standby-AUO-exempt/nonexempt from FLSA
08	AUO other than law enforcement personnel
10	Other employees, special approval/PMB, exceed band by 6%
12	Supervisory/managerial employees, exceed band by 6%
24	Panamanian National
26	Availability Pay

The AUO percentage rate must be established on the T&A.

NFC Action:

Delete TC 41 from the T&A and notify the agency. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

93

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
208	*TC 61 Hours Do Not Match Annual Leave Used Field*

Description

Error: The hours recorded for TC 61 do not match the hours recorded in the Annual Leave Used field.

This **informational message** only displays if a fatal message exists. If a fatal message does not exist, the system generates, in the Annual Leave Used field, the hours recorded for TC 61.

NFC Action:
Change the hours in the Annual Leave Used field to the hours shown for TC 61.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
209	*TC 62 Hours Do Not Match Sick Leave Used Field*

Description

Error: The hours recorded for TC 62 do not match the hours recorded in the Sick Leave Used field.

This **informational message** only displays if a fatal message exists. If a fatal message does not exist, the system generates, in the Sick Leave Used field, the hours recorded for TC 62.

NFC Action:
Change the hours in the Sick Leave Used field to the hours shown for TC 62.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
210	*TC 64 Hours Do Not Match Comp Leave Used Field*

Description

Error: The hours recorded for TC 64 do not match the hours recorded in the Compensatory Leave Used field.

This **informational message** only displays if a fatal message exists. If a fatal message does not exist, the system generates, in the Compensatory Leave Used field, the hours recorded for TC 64.

NFC Action:
Change the hours in the Compensatory Leave Used field to the hours shown for TC 64.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
211	*TC 71 Hours Do Not Match LWOP Used Field*

Description

Error: The hours recorded for TC 71 do not match the hours recorded in the Leave Without Pay (LWOP)Used field.

This **informational message** only displays if a fatal message exists. If a fatal message does not exist, the system generates, in the LWOP Used field, the hours recorded for TC 71.

NFC Action:
Change the hours in the LWOP Used field to the hours shown for TC 71.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
212	*TC 72 Hours Do Not Match AWOL Used Field*
Description	

Error: The hours recorded for TC 72 do not match the hours recorded in the absence without leave (AWOL) Used field.

This **informational message** only displays if a fatal message exists. If a fatal message does not exist, the system generates, in the AWOL Used field, the hours recorded for TC 72.

NFC Action:
Change the hours in the AWOL Used field to the hours shown for TC 72.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
213	*TC 73 Hours Do Not Match Susp Used Field*

Description

Error: The hours recorded for TC 73 do not match the hours recorded in the Suspension Used field.

This **informational message** only displays if a fatal message exists. If a fatal message does not exist, the system generates, in the Suspension Used field, the hours recorded for TC 73.

NFC Action:
Change the hours in the Suspension Used field to the hours shown for TC 73.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
214	*TC 65 Requires Entry In Regular Mil Lv Used Field*

Description

Error: Hours recorded for TC 65 however, hours omitted in the Regular Military Leave Used field.

There must be an entry greater than zero in the Military Regular Used field when TC 65 is recorded on the T&A. **Reminder:** The number of **days** are entered by the timekeeper in the military used field; the number of hours are entered by the timekeeper in the applicable Week1/Week2 **hours** field for TC 65.

NFC Action:
Determine the number of days from the number of hours recorded for TC 65 and enter the days in the Military Regular Used field.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
215	*TC 68 Hours Do Not Match Emerg Mil Lv Used Field*

Description

Error: The hours recorded for TC 68 do not correspond with the hours recorded in the Emergency Military Used field.

This **informational message** only displays if a fatal message exists. If a fatal message does not exist, the system generates, in the Emergency Military Leave Used field, the hours recorded for TC 68, Emergency Military Leave.

NFC Action:
Change the hours in the Emergency Military Leave Used field to the hours shown for TC 68.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
216	*TC 66 Hours Do Not Match Other Leave Used Field*

Description

Error: The hours recorded for TC 68 do not correspond with the hours recorded in the Emergency Military Used field.

This **informational message** only displays if a fatal message exists. If a fatal message does not exist, the system generates, in the Other Leave Used field, the hours recorded for TC 66, Other Leave.

NFC Action:
Change the hours in the Other Leave Used field to the hours shown for TC 66.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
217	*NFC Use Only - Invalid Accounting*

Description

Error: The T&A accounting data does not match any valid accounting data code in the Management Account Structure Codes (MASC) table.

Accounting data is validated against the MASC table.

NFC Action:
The system automatically releases the T&A with the invalid accounting data.

Agency Action:

Add the accounting to MASC, if valid. If invalid, process a corrected T&A.

Title I

Chapter 7

Section 6

**Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages**

Code	Message
219	*TC Prefix Invalid*

Description

Error: The prefix is invalid for the transaction code.

The transaction code prefix is valid for certain transaction codes. See the T&A handbook for a list of transaction codes and valid prefix codes.

NFC Action:
Determine the correct prefix based on the transaction code if possible; otherwise delete the prefix.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
220	*TC Suffix Invalid*

Description

Error: The suffix is invalid.

The transaction code suffix is valid for Federal Wage System (FWS) and other employees to record differential, union representation, and to supplement certain transaction codes to vary their meaning. See the T&A handbook for a list of transaction codes and valid suffix codes.

NFC Action:
Determine the correct suffix based on the pay plan and/or transaction code if possible; otherwise, if the employee is a FWS employee, enter *1* in the Suffix field. If the employee is other than FWS, delete the suffix code.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
221	*Forest Service Meals Entry Invalid*

Description

Error: Invalid meal entry.

Valid values for meals are **blank** and **00** through **42**.

NFC Action:
If the number of meals exceed 42, reduce the excess and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
222	*TC Invalid*

Description

Error: The transaction code entered does not match a valid transaction code in the Table Management System (TMGT) Table 32.

NFC Action:
Enter a valid TC if it can be determined; otherwise, delete and notify the agency.

Title I
Chapter 7
Section 6

**Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages**

Code	Message
223	*TC 23 Valid For FLSA Employees Only*

Description

Error: The employee is exempt from the Fair Labor Standards Act (FLSA) and TC 23, Overtime Travel Under FLSA, is recorded on the T&A.

Only employees covered (nonexempt) by FLSA are eligible for TC 23. The FLSA code is entered in the Position Management System.

NFC Action:
Delete and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
224	*TC 22 Valid For APHIS Only*

Description

Error: TC 22 is recorded for an agency other than **APHIS.**

TC 22, Overtime Double For Sunday Work, is valid for **APHIS** employees who perform inspection and quarantine services on Sunday.

NFC Action:
Delete and notify the agency.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
225	*TC 18 Valid For GIPSA Only*

Description

Error: TC 18 is recorded for an agency other than **Grain Inspection, Packers and Stockyards Administration (GIPSA)**.

TC 18, Overtime Grain Appeal, is valid for **GIPSA** employees only.

NFC Action:
Delete and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
229	*Employee Worked Varied Shift-No Rate*

Description

Error: Suffix **4** recorded for a Federal Wage System employee; however, the rate was not entered on the personnel action.

NFC Action:

Change to the first shift. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
230	*Sunday & Sunday Night Diff Cannot Exceed 32 Hrs*
Description	

Error: The total hours recorded for TC 04 and TC 05 exceed **32** for the pay period.

The total hours worked for TC 04, Sunday Differential, and TC 05, Sunday Differential With Night Differential, cannot exceed **32** hours for a full-time employee with an 8 hour per day tour of duty (AWS Code is blank or 9).

NFC Action:
Reduce excess to base hours if the reduction will not cause the basic tour to exceed 80 hours for the pay period. If the reduction will cause the basic tour to exceed 80 hours, delete the excess and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
231	*Must Be Full-time To Earn TC 04 Or 05*

Description

Error: TC 04 or TC 05 recorded for a part-time or intermittent employee.

Only full-time employees are eligible for Sunday differential (TC 04) and Sunday differential with night differential (TC05).

NFC Action:
Change to the applicable base transaction code (e.g., 01, 11, etc.)

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
232	*Suffix Not Entered For FWS Employee*
Description	

Error: Shift suffix omitted for Federal Wage System (FWS) employee.

The suffix is used to record the shift that a FWS employee worked and to compensate the employee for night and Sunday work. The valid values for FWS employees are **1** through **7**.

NFC Action:
Enter *1* in the suffix field.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
233	*Employee Ineligible For COLA/Post Differential*

Description

Error: TC 45 or TC 46 recorded on the T&A however, the database indicates that the employee is ineligible for cost of living allowance (COLA) or post differential.

Eligibility for COLA and post differential is established on a personnel action; payment is made from coding the T&A. The employee must be coded eligible **before** payment can be made.

The COLA/Post Differential Code must be 3, 5, 6, 7, 8, or 9 to be eligible for COLA and 2 or 4 to be eligible for post differential. See TMGT for code definitions.
Note: Code 1, TDY Allowance, is for Post Differential for the Department of Justice only.

NFC Action:
Delete TC 45 (Begin COLA) or TC 46 (Begin Post Differential) and notify the agency. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
234	*COLA/Post Diff Hrs Exceed Hrs Worked & Paid Leave*
Description	

Error: The total number of hours entered for cost of living allowance (COLA) and/or post differential exceed the total hours recorded for the following transaction codes: 01, 04, 05, 11, 19, 26, 35, 36, 37, 38, 50, and 60 through 69.

NFC Action:
Reduce to the number of hours recorded under the above transaction codes and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
235	*Tour Of Duty Not Balanced*

Description

Error: The base hours recorded do not equal to the employee's tour of duty hours.

The base hours in pay status must be equal to or greater than the tour of duty hours, but must not be greater than 80 hours for the pay period. **Note:** The tour of duty can be less than 80 hours if the employee is hired other than the beginning of the pay period, terminated other than the end of the pay period, or changes type of employment during the pay period.

The total for the following transaction codes cannot exceed 80 hours: 01, 04, 05, 11, 19, 26, 35, 36, 37, 38, 50, 59, 60 through 69, 71, 72, 73, 74. **Exception:** The tour of duty hours can exceed 80 if the employee is filling in for leave without pay (LWOP).

NFC Action:
Delete the excess hours and notify the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
236	*Base Tour Must Be Worked Before O/T Is Allowed*

Description

Error: Overtime hours are recorded however, the basic tour or duty is not met.

The employee must work the basic workweek before overtime can be recorded.

Exception: Cooperative type employees are paid for overtime only; no base hours are recorded. Alternate Work Schedule employees, based on their tour may receive overtime for less than a 40 hour week (e.g., 1st week 44 hours; 2nd week, 36 hours; overtime is paid in second week for hours in excess of 36).

NFC Action:
Change the overtime hours to base hours to satisfy the basic tour and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
237	*Transaction Code Not Valid For T&A*

Description

Error: The transaction code used is not valid for the T&A.

Certain transaction codes are not valid for the T&A but are valid for other system functions. The Table Management System (TMGT) *Table 32*, identifies transaction codes that are valid for the T&A. The *AD-319 Flag, AD-320 Flag, and AD-321 Flag,* are indicators for the validity of the transaction code for the T&A. If this field contains *V,* the transaction code is valid for the T&A. If it contains *N*, it is not valid.

NFC Action:
Delete and notify the agency.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
238	*Invalid Meal Class For Forest Service*

Description

Error: The Meals Class code entered on the Forest Service T&A does not match a meal class in TMGT Table 41, Forest Service Meal Class.

NFC Action:

Delete and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
239	*TC Invalid For Other Time*

Description

Error: Invalid transaction code for the Other Time area of the T&A.

The hours recorded in the regular time area (top part of T&A) are applicable to certain transaction codes. To identify the transaction codes that must be entered in the regular time area, see ***TMGT Table 32***, Transaction Codes, data element ***Other Flag***. If this field displays ***N*** (Valid), the transaction code must be entered in the regular time area of the T&A; if it displays ***V***, the transaction code must be entered in the Other Time area (bottom part of T&A) of the T&A.

The following transaction codes are valid for entry in the Other Time area of the T&A: 29, 32, 39, 40, 45, 46, 47, 48, 71, 72, 73, 74.

Transaction Code	*Description*
29	Credit Hours Earned
32	Compensatory Time Earned
32 (Prefix 77)	Compensatory Time For Religious Observance
39	Shore Leave Earned
40	Home Leave Earned
45	Begin Cost of Living Allowance
46	Begin Post Differential
47	Stop Cost of Living Allowance
48	Stop Post Differential
71	Leave Without Pay
72	Absence Without Leave
73	Suspension
74	Furlough

Exception The Department of Commerce and the General Accounting Office recording may differ from the above.

NFC Action:
Move the data to the Total Time area of the T&A.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
240	*NFC Use Only - Force Accepted Accounting*

Description

Error: The accounting data entered is not a valid accounting code.

This **informational message** indicates that the T&A was force accepted although the accounting data was invalid.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
241	*TC31 Must Have TC65, 66, 67, Or 68 & Not>Base Hrs*

Description

Error: TC 31 is recorded without TC 65, 66, 67, or 68 or the hours recorded for TC 31 exceeds the basic tour of duty for the holiday.

Transaction Code **(TC) 31** must be accompanied by **TC 65, 66, 67, or 68** and cannot exceed the leave transaction code hours recorded for the holiday (e.g., TC 66 reflects 8 hours; TC 31 reflects 8 hours (or less): any hours over 8 would be recorded as overtime). Also, the administrative leave or other leave transaction code for the holiday must be recorded in the same week as TC 31.

Transaction Code	**Definition**
31	Holiday Worked
65	Regular Military Leave
66	Other Leave
67	Injury Leave
68	Emergency Military Leave

NFC Action:
Change TC 31 to TC 66 if tour of duty hours is less than the established tour and the hours recorded for TC 31 would complete the tour. If TC 31 exceeds the tour for the holiday, change the excess to overtime.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
242	*TC's 19 And 26 Cannot Exceed TC 01*

Description

Error: The hours recorded for Transaction Code 19 (Overtime Over 8) and Transaction Code 26 (Overtime Over 8 With Night Differential) exceed the hours recorded for the basic tour (e.g., TC 01 [Regular Time], 11 [Night Differential] etc.).

NFC Action:
Analyze the hours recorded and change the excess hours to base hours or override, if applicable.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
243	*TC 12 Must Have TC 32 Also*

Description

Error: TC 12 is recorded without TC 32.

When **TC 12**, Night Differential Compensatory Time, is recorded on the T&A, **TC 32**, Compensatory Time Worked, must also be recorded.

NFC Action:
Delete and notify the agency.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
244	*TC 13 Must Have TC 22 Also*

Description

Error: TC 13 is recorded without TC 22.

When **TC 13**, Night Differential Sunday Double Time, is recorded on the T&A, **TC 22**, Overtime Double For Sunday, must also be recorded.

NFC Action:
Delete and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
245	*TC 04 And TC 05 Cannot Exceed 48 Hours*
Description	

Error: TC 04, Sunday Differential, and TC 05, Sunday Differential With Night Differential, exceed **40** hours for Alternate Work Schedule (AWS) 3 (four-10 hour workdays per workweek and 48 for AWS 7 (variable workday hours within a 40-hour workweek.

NFC Action:
Delete and notify the agency.

Title I
Chapter 7
Section 6

**Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages**

Code	Message
246	*TC 04 And TC 05 Cannot Exceed 36 Hours*

Description

Error: TC 04, Sunday Differential, and TC 05, Sunday Differential With Night Differential, exceed **36** hours for Alternate Work Schedule *5* (eight-9 hour days and one 8-hour day per pay period).

NFC Action:
Delete the excess and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
247	*Restored Leave Used Exceeds Restored Leave Balance*

Description

Error: The hours recorded for TC 63, Restored Annual Leave, exceed the restored annual leave balance on the database.

NFC Action:

Request guidance from the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
248	*TC Invalid For Regular Time Area Of T&A*

Description

Error: Invalid transaction code for the Regular Time area of the T&A.

The hours recorded in the regular time area (top part of T&A) are applicable to certain transaction codes. To identify the transaction codes that must be entered in the regular time area, see **TMGT Table 32**, Transaction Codes, data element **Other Flag**. If this field displays **N**, the transaction code must be entered in the regular time area of the T&A; if it displays **V**, the transaction code must be entered in the Other Time area (bottom part of T&A) of the T&A.

NFC Action:
Delete the transaction code from the regular time area and enter it in the other time area of the T&A.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
249	*NFC Use Only-Accounting Length Invalid*

Description

Error: Accounting data is too short or too long.

This **informational message** indicates the length of the accounting data does not meet the standards for the agency accounting. The accounting data is validated against MASC and must be in the format established in MASC. If blanks are included in the accounting data, the system concatenates to avoid exceeding the number of characters allowed.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
250	*COLA/Post Diff Cannot Exceed 45 Hours In A Week*

Description

Error: The weekly hours recorded for TC 45 exceed 45.

The Cost of Living Allowance (COLA) and/or post differential cannot exceed *45* hours each week except if the Alternate Work Schedule (AWS) is 8 (variable workweek, maxiflex).

NFC Action:
Change the hours to agree with the AWS tour if the AWS weekly tour does not exceed 45. If the tour exceeds 45 hours, enter 40 hours for each week.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
251	*Meals Class And Number Both Require Entries*

Description

Error: The Meal Class is completed however, the number of meals is blank or vice versa.

When there is an entry in the Meals Class or Meals field, there must be a corresponding entry in the other field. ***This message applies to Forest Service only.***

NFC Action:
Delete and notify the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
254	*TC 32 Hours Do Not Match Comp Leave Accrued Field*

Description

Error: The hours for TC 32, Compensatory Time Worked, are either omitted or do not match the hours recorded for Compensatory Leave Accrued.

NFC Action:

Change the hours in the Compensatory Leave Accrued field to agree with the hours recorded for TC 32.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
255	*Weekly Hours Exceed 40*

Description

Error: The base hours recorded for the week exceed **40** for a regular employee.

A regular full-time employee (8 hour days, 5 days per week) tour cannot exceed **40** hours per week. A full-time employee on Alternate Work Schedule 5 (eight 9 hour days and one 8 hour day) or 8 (maxiflex, variable week) tour can exceed 40 hours per week.

If a regular full-time employee is being hired or separated during the pay period, the hours per week could be less than 40. Conversely, if the employee is filling in for absence without pay (AWOP), the hours could exceed 40 per week. For other than full-time employees, the hours worked and leave used cannot exceed 40 hours; they can however, be less than 40.

For other than full-time employees, the base hours and leave cannot exceed 40 hours; they can however, be less than 40.

The following transaction codes are included in the 40 hour calculation:
TC's 01, 04, 05, 11, 19, 26, 35, 36, 37, 38, 50, 59, 60 through 69, 71, 72, 73, and 74.

NFC Action:
Delete and notify the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
256	*Weekly Hours Less Than 40*

Description

Error: The base hours recorded for the week are less than **40** hours for a regular full-time employee.

A regular full-time employee (8 hour days, 5 days per week) tour cannot be less than **40** hours per week. A full-time employee on Alternate Work Schedule 5 (eight 9 hour days and one 8 hour day) or 8 (maxiflex, variable week) tour can be less than 40 hours per week.

If a regular full-time employee is being hired or separated during the pay period, the hours per week could be less than 40. Conversely, if the employee is filling in for absence without pay (AWOP), the hours could exceed 40 per week.

If the employee is changing type of employment (e.g., from full-time to intermittent) other than the beginning of the pay period, the tour hours could be less than 40 for the week.

The following transaction codes are included in the 40 hour calculation:
TC's 01, 04, 05, 11, 19, 26, 35, 36, 37, 38, 50, 59, 60 through 69, 71, 72, 73, and 74.

NFC Action:
If overtime is shown, reduce the overtime hours and change to base hours needed to complete the tour. If no overtime is shown, charge missing hours to leave without pay (LWOP). CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
257	*Weekly Hours Exceed 45 For AWS 5*

Description

Error: The base hours recorded for the week exceed **45** for an alternate work schedule employee.

A full-time employee on Alternate Work Schedule (AWS) 5 (eight 9 hour days and one 8 hour day) tour cannot exceed **45** hours per week.

If the employee is being hired or separated during the pay period, the hours per week could be less than 45. Conversely, if the employee is filling in for absence without pay (AWOP), the hours could exceed 45 per week.

If the employee is changing type of employment (e.g., from full-time to intermittent) other than the beginning of the pay period, the tour hours could be less than 45 for the week.

The following transaction codes are included in the 45 hour calculation:
TC's 01, 04, 05, 11, 19, 26, 35, 36, 37, 38, 50, 59, 60 through 69, 71, 72, 73, and 74.

NFC Action:
Delete the excess hours and notify the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
258	*Weekly Hours Less Than 35 For AWS 5*

Description

Error: The base hours recorded for the week is less than **35** for an alternate work schedule employee.

A full-time employee on Alternate Work Schedule (AWS) 5 (eight 9 hour days and one 8 hour day) tour cannot be less than **35** hours per week.

If the employee is being hired or separated during the pay period, the hours per week could be less than 35. Conversely, if the employee is filling in for absence without pay (AWOP), the hours could exceed 35 per week.

If the employee is changing type of employment (e.g., from full-time to intermittent) other than the beginning of the pay period, the tour hours could be less than 35 for the week.

The following transaction codes are included in the 35 hour calculation:
TC's 01, 04, 05, 11, 19, 26, 35, 36, 37, 38, 50, 59, 60 through 69, 71, 72, 73, and 74.

NFC Action:

If overtime is shown, change to base hours needed to complete the tour. If no overtime is shown, charge missing hours to leave without pay (LWOP). CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
259	*Weekly Hrs Exceed 35 Or Less Than 45 For AWS 5*

Description

Error: The base hours recorded exceed **35** or is less than **44** in a week.

A full-time employee on Alternate Work Schedule (AWS) 5 (eight 9 hour days and one 8 hour day) tour hours cannot exceed **35** in one week or be less than **44** in the other week (depending on the week the 8-hour day falls).

If the employee is being hired or separated during the pay period, the hours in the week of the accession or separation could be less than the duty hours. Conversely, if the employee is filling in for absence without pay (AWOP), the hours could exceed the duty hours in a week.

If the employee is changing type of employment (e.g., from full-time to intermittent) other than the beginning of the pay period, the tour hours could be less than the duty hours in a week.

The following transaction codes are included in the weekly hour calculation:
TC's 01, 04, 05, 11, 19, 26, 35, 36, 37, 38, 50, 59, 60 through 69, 71, 72, 73, and 74.

NFC Action:
If the hours shown in a week are less than the duty hours, and overtime is shown, change the overtime hours to base hours needed to complete the tour. If no overtime is shown, charge missing hours to leave without pay (LWOP). CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

If the hours shown in a week are more than the duty hours, delete the excess hours.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
260	*Home Leave Used Exceeds Database Balance*

Description

Error: The hours recorded for TC 69, Home Leave, exceed the amount available in the database.

NFC Action:

Change to compensatory leave, restored annual leave, annual leave and/or leave without pay (LWOP) and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
261	*Lv Used Exceeds 8 Hrs-Night Diff In Error*

Description

Error: Night differential for paid leave exceeds **7 3/4** hours for the pay period.

Night differential is applied to all hours within the night differential period for paid absence for holidays, military leave, and official leave, regardless of the number of hours taken.

Night differential is applied when less than 8 hours of paid leave is used.

Night differential is **not** applied when paid leave used is 8 or more hours within a pay period for the following transaction codes:

Transaction Code	**Description**
59	Shore Leave
61	Annual Leave
62	Sick Leave
63	Restored Annual Leave
64	Compensatory Leave
69	Home Leave*

NFC Action:
Delete the night differential and notify the agency.

*Suffix 2 or 4

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
262	*Region In 1501 Requires Unit In 1601*

Description

Error: Region code entered on line 1501 and the unit code is not entered on line 1601.

Forest Service employees are allowed to use a management code(s) other than that of the T&A Contact Point. If region *1501* is entered, the unit must be *1601* and vice versa.

NFC Action:
Delete and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I

Chapter 7

Section 6

Code	Message
264	*Invalid Region In Coor 1501*

Description

Error: The management codes are charged to another region and unit other than the region and unit shown in the T&A contact point.

Note: This message applies to Forest Service only.

NFC Action:
Move the transaction code to the appropriate column.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
265	*Invalid Unit In Coor 1601*
Description	

Error: The management codes are charged to another region and unit other than the region and unit shown in the T&A contact point.

Note: This message applies to Forest Service only.

NFC Action:
Move the transaction code to the appropriate column.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
266	*TC 39 And TC 59 Valid For Dept Of Commerce Only*

Description

Error: TC 39 or TC 59 is recorded for an agency outside the Department of Commerce (DOC)   and Smithsonian Institution (Federal).

Transaction Code 39, Shore Leave Earned, and TC 59, Shore Leave (Used) are valid for DOC and Smithsonian Institution (Federal) employees only.

NFC Action:
Delete if other than the Department of Commerce or Smithsonian Institution (Federal) employee and notify the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
267	*TC 50, Credit Hours, Used Exceeds Balance*
Description	

Error: Either the hours recorded for TC 50, Credit Hours, exceed the amount available in the database or the employee is not coded with a 7 or 8 in the AWS field.

NFC Action:

If the employee is not coded with a 7 or 8 in the AWS field, change the AWS field to either 7 or 8, as appropriate. If the employee has the appropriate AWS code, change the credit hours to compensatory leave, restored annual leave, annual leave and/or leave without pay (LWOP) and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
268	*TC 59, Shore Leave, Used Exceeds Balance*

Description

Error: The hours recorded for TC 59, Shore Leave (used), exceed the amount available in the database.

Note: Shore leave applies to the Department of Commerce only.

NFC Action:
Change to annual leave and notify the agency.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
269	*Advanced Sick Leave Exceeds 336 Or 720 Hrs*
Description	

Error: Advanced leave balance exceeds **336** or **720** hours for fire protection/prevention employee.

Fire protection and prevention personnel (occupational series code 0081) with Special Employee Code 01 (Scheduled Standby-Exempt From FLSA) or 03 (Scheduled Standby-AUO-Exempt/Nonexempt From FLSA) are allowed to be advanced sick leave beyond 240 hours.

For Special Employee Code **01**, the maximum advanced sick leave allowed is **720** hours; for Special Employee Code **03**, the maximum advanced sick leave allowed is **336** hours.

NFC Action:
Delete excess and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
271	*Invalid TC For Wage Marine Employee*

Description

Error: The transaction code is not valid for a Wage Marine employee.

Wage Marine employees (Pay Plan WM) of the National Oceanic and Atmospheric Administration (NOAA) and Smithsonian Institution (Federal) are allowed to use only the following transaction codes for recording time:

Base Hours: TC 01, 35, 36, 37, 38, 50, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69

Commuted Subsistence: TC 17 Suffix 7

Premium Pay: TC 16, 21, 27, 29, 32, 39

AWOP: TC 71, 72, 73, 74

NFC Action:
If the transaction code reported is for base pay, use one of the transaction codes above under Base Hours. If the transaction code reported is for overtime, delete and notify the agency.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
272	*TC 27 Valid For Occ Series 9931, 9932, 9933, 9934*

Description

Error: TC 27 is recorded for an ineligible employee.

Transaction Code 27, Overtime Plus 10% of Overtime Rate, is compensation for Engineer Officers in Occupational Series 9931, 9932, 9933, and 9934, for performing "dirty work".

NFC Action:

Delete and notify the agency. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
273	*TC 16 Requires Suffix*

Description

Error: TC 16 is recorded without the suffix code.

Transaction Code 16, Other Pay, requires a suffix code to record duties performed by Wage Marines that are (1) hazardous, (2) outside the employee's normal responsibility, and (3) of a dirty or distasteful nature, while aboard oceangoing vessels. Below is a description of each valid suffix for Transaction Code 16. **Note:** *0* is not a valid entry.

Suffix	*Definition*
1	Penalty Pay Regular
2	Penalty Pay Premium
3	Scuba Diving
4	Port Pay
5	Tank Cleaning Oil Regular
6	Tank Cleaning Oil Premium
7	Launch Operations
8	Dirty Work Regular
9	Dirty Work Premium

NFC Action:
Delete and notify the agency.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
274	*TC 16, Suffix 7, Hours Must Equal 1*

Description

Error: The hours recorded for TC 16, Suffix 7, exceed **1**.

Transaction Code 16, Suffix 7, Launch Operations (for a Wage Marine employee), hours cannot exceed **1** for the pay period.

NFC Action:
Change to 1 hour.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I

Chapter 7

Section 6

Code	Message
275	*TC 16 And TC 27 Valid For Wage Marines Only*

Description

Error: TC 16 or TC 17 is recorded for an ineligible employee.

Transaction Code 16, Other Pay, and TC 27, Overtime Plus 10% of Overtime Rate, are valid for National Oceanic and Atmospheric Administration (NOAA) and Smithsonian Institution (Federal) Wage Marine employees **only**. Below is a list of Transaction Code 16 with the valid suffix codes.

Suffix	**Definition**
1	Penalty Pay Regular
2	Penalty Pay Premium
3	Scuba Diving
4	Port Pay
5	Tank Cleaning Oil Regular
6	Tank Cleaning Oil Premium
7	Launch Operations
8	Dirty Work Regular
9	Dirty Work Premium

NFC Action:
Delete and notify the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
277	*Tour Of Duty Hours For Wage Marine Less Than 80*
Description	

Error: The tour of duty hours for a Wage Marine employee (Pay Plan WM) are less than 80 hours.

The tour of duty transaction codes are: TC 01, 35, 36, 37, 38, 50, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 71, 72, 73, 74.

NFC Action:
Charge missing hours to leave without pay (LWOP).

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I

Chapter 7

Section 6

Code	Message
278	*Tour Of Duty Hours For Wage Marine > 112*
Description	

Error: The tour of duty hours for a Wage Marine employee (Pay Plan WM) are more than 112 hours.

The tour of duty transaction codes are: TC 01, 35, 36, 37, 38, 50, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 71, 72, 73, 74.

NFC Action:
Delete and notify the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
279	*Tour Of Duty Hours Not Met For Wage Marine*

Description

Error: The tour of duty hours are less than the required tour of duty hours for a Wage Marine employee.

The tour of duty hours for a Wage Marine employee (Pay Plan WM) are between 80 and 112 hours. If the pay period hours for the tour are not met, leave without pay (LWOP) must be charged. The tour of duty transaction codes are: TC 01, 35, 36, 37, 38, 50, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 71, 72, 73, 74.

NFC Action:
Charge leave without pay (LWOP) for the missing hours.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
280	*TC 45 And TC 46 Must Have Hours Entered*

Description

Error: TC 45 or TC 46 is recorded with no entry in the Hours field.

Eligibility for cost of living allowance (COLA) and post differential is established on a personnel action; payment is based on recording TC 45, COLA or TC 46, Post Differential, on the T&A. To begin payment, the T&A must be coded with the number of hours the employee is entitled to receive.

NFC Action:
Delete and notify the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
282	*Leave Accruals Not Allowed On Both Halves Of Split*

Description

Error: Leave accruals are recorded on both halves of a split T&A.

Leave accruals are to be recorded on the second half of a split T&A only; **do not record leave accruals on the first half or both halves of the split T&A.**

NFC Action:
Enter accruals on the second half (Start half) of a split T&A.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
283	*TC 17, GOV, Exceeds 56 Trips*

Description

Error: The number of trips recorded for TC 17 exceed **56** for the pay period.

Certain employees are entitled to the use of a government-owned/leased vehicle (GOV) to commute to and from their residence/place of employment. If the number of one way trips in a month exceeds 2, all trips are taxable and reported on the T&A. The number of trips cannot exceed **56** in a pay period.

NFC Action:
Reduce the excess amount and notify the agency.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
284	*TC 17, Suffix 1, For Smithsonian Institution Only*
Description	

Error: TC 17 Suffix 1 is recorded for an ineligible employee.

Transaction Code 17, Suffix 1, Sales Commission, is for Smithsonian Institution (Agencies 70, 71, 72, 73, and 77) employees only.

NFC Action:
Delete and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
285	*TC 17 Suffix Must Be Blank, 1, Or 4 Thru 9*

Description

Error: The suffix code for TC 17 is invalid.

The following suffix codes are valid for TC 17:

Suffix	**Definition**
1	Sales Commission (*Smithsonian Institution only*)
4	Incentive Pay (*Bureau of the Census & Bureau of the Public Debt only*)
5	Ship Inspection Overtime (*Federal Communications Commission only*)
6	Services/Payment (*Senate Restaurant only*)
7	Tips-Cash Received (*Senate Restaurant & National Oceanic & Atmospheric Administration only*)
8	Chauffeur Driven Auto
9	Parking

NFC Action:
Delete and notify the agency.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
286	*TC 62 Invalid For Ag 71, 73, 77 With 90 Day Appt*

Description

Error: TC 62 (Sick Leave) recorded for ineligible employee.

Smithsonian Institution agencies 71, 73, and 77 employees whose appointments are for 90 days, cannot earn or use sick leave.

NFC Action:
Change sick leave to leave without pay (LWOP).

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
287	*Prefix Must Be Blank For Remote Site Allow (TC 49)*

Description

Error: The prefix field contains an entry for TC 49.

A prefix is not allowed for TC 49, Remote Site Allowance.

NFC Action:
Remove the prefix.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
288	*Prefix Must Be Blank For Quarters Allowance*

Description

Error: The prefix field contains an entry for TC 49 Suffix 3 or Suffix 4.

A prefix is not allowed for TC 49, Suffix 3, Quarters Allowance Not Taxable, and TC 49, Suffix 4, Quarters Allowance Taxable.

NFC Action:
Remove the prefix code.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
289	*Quarters Allowance Days Cannot Exceed 14*

Description

Error: The number of days recorded for TC 49 Suffix 3 or 4 exceed **14**.

Quarters Allowance (Transaction Code 49 Suffixes 3 and 4) that is reported on a daily basis is recorded on the T&A. The number of days for quarters allowance cannot exceed 14. If days are being reported for a prior pay period, process a corrected T&A; do not show prior pay period days on a current T&A if it will result in quarters exceeding 14 for the pay period.

NFC Action:
Reduce to 14 and notify the agency.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
290	*Danger Pay Prefix Must Be 05, 10, 15, 20, Or 25*

Description

Error: The percentage rate is not shown in the Prefix field for TC 49 Suffix 9.

Transaction Code 49, Suffix 9, Danger Pay, requires completion of the Prefix field to calculate the percentage rate for danger pay hours worked.

NFC Action:
Delete the prefix code.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
291	*Danger Pay Hours Must Be 80 Or Less For Pay Period*

Description

Error: Transaction Code 49, Suffix 9, Danger Pay, hours exceed **80** for the pay period.

NFC Action:
Delete excess hours and notify the agency.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
292	*TC 49 Suffix Must Be Blank, 3, 4, Or 9*

Description

Error: An invalid entry is made in the Suffix field for Transaction Code 49.

The valid suffix codes for TC 49 are listed below:

Suffix	**Definition**
Blank	Remote Worksite Allowance
3	Quarters Allowance Not Taxable
4	Quarters Allowance Taxable
9	Danger Pay Allowance

NFC Action:
Delete hours and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I

Chapter 7

Section 6

Code	Message
293	*TC 70 Valid For NOAA Wage Marines Only*

Description

Error: TC 70 is recorded for an ineligible employee.

Transaction Code 70, Logging-Forfeiture Of Pay, is valid for the Department of Commerce, National Oceanic And Atmospheric Administration Wage Marine employees only.

NFC Action:
Delete hours and notify the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
294	*T&A Dropped - Duplicate Transmitted In Same Pass*

Description

Error: Two identical T&A's transmitted for the same pay period.

This **informational message** indicates that one of two identical T&A's was purposely deleted. If two identical T&A's are transmitted in the same pass of the pay period, one T&A is automatically deleted.

NFC Action:
If two T&A's are received for the same pay period, one is deleted by the system.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I

Chapter 7

Section 6

Code	Message
295	*T&A Dropped-Already Applied To Database*

Description

Error: A T&A is transmitted that has already applied to the database.

This **informational message** indicates that a duplicate T&A is transmitted with the same information as the T&A on the database. The system automatically deletes the last transmitted T&A.

NFC Action:
If two T&A's are received for the same pay period, one is deleted by the system.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
296	*Pay Plan AE, IC, & RA Cannot Accrue A/L Or S/L*

Description

Error: Annual and/or sick leave accruals shown for ineligible employee.

Smithsonian Institution employees with Pay Plans AE (Determined By The Secretary), IC (Consultant), and RA (Approved By The Board Of Regents), are not entitled to earn annual or sick leave.

NFC Action:
Delete accruals and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
297	*No Quarters Deduction Rate On Database*

Description

Error: TC 49 Suffix 3 or 4 recorded on the T&A however, the quarters rate has not been established on the database.

The quarters rate must be established on a personnel action. Quarters Allowance, TC 49 Suffix 3, Quarters Allowance Not Taxable, or TC 49 Suffix 4, Quarters Allowance Taxable, is reported on the T&A.

NFC Action:

Delete the quarters allowance and notify the agency. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

Title I

Chapter 7

Section 6

**Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages**

Code	Message
298	*Cannot Earn Comp; Salary Equal Or Less GS 10/10*

Description

Error: TC 32 recorded for ineligible employee.

Agency 47, Interagency Council On The Homeless, and Agency 83, Housing And Urban Development, employees cannot earn TC 32, Compensatory Time, if their salary is equal to or less than that of a GS 10 Step 10.

NFC Action:
Delete and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
302	*Supplemental T&A Cannot Be Used To Correct Leave*

Description

Error: A supplemental T&A is used to correct leave earned or used.

A supplemental T&A is used only to **add** overtime (overtime and compensatory time for the Department of Commerce) that was previously omitted from the original T&A. A corrected T&A should be processed for any other corrections.

NFC Action:
Delete the supplemental T&A and notify the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
303	*NFC Use Only - SSN Change*
Description	

Error: A social security number change occurred and the previous social security number is shown.

This **informational message** indicates that the social security number (SSN) on the T&A does not match the SSN on the database as a result of a SSN change. The system will accept the previous SSN on the T&A in the pay period of the change.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I

Chapter 7

Section 6

Code	Message
305	*Number Of Pages Not Equal To Continued Code*

Description

Error: The number of pages entered in the Continued field are not compatible with the number of pages transmitted.

The Continued field entry must agree with the number of pages for the continued T&A (i.e., 2 for 2 pages, 3 for 3 pages). This field must be blank for a single T&A.

NFC Action:
Enter the correct code for the number of pages.

Title I

Chapter 7

Section 6

**Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages**

Code	Message
306	*Split T&A Missing Status Change Entry*

Description

Error: Two T&A's transmitted for the same pay period with an entry in the Start **or** End field.

The Status **Start** and **End** fields must be completed for a split T&A.

If two T&A's with identical social security numbers, pay period numbers, and contact points contain an entry in either the Status Start or End field, it is assumed that the other status field requires an entry.

NFC Action:
Check CULPRPT Report P0099, Error Analysis For T&A Processing, to see if the T&A is split for a personnel action or access PINQ to determine if the T&A is split for the service year. Determine the appropriate action to be taken to process the T&A.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
307	*Future Pay Period Number On T&A Not Allowed*

Description

Error: T&A transmitted for a future pay period.

The system has the capability to process prior T&As'; however, it cannot hold a future pay period T&A until the processing of that pay period.

NFC Action:
Delete and notify the agency.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
309	*NFC Use Only - T&A Force Deleted*

Description

Error: N/A

This **informational message** indicates that a T&A has been deleted by the system (e.g., duplicate T&A, indebtedness, etc.)

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
311	*T&A Already Paid*

Description

Error: A T&A which has been paid is transmitted again.

A T&A is received for a pay period that has already been paid with no indication of being a corrected or supplemental T&A.

NFC Action:
If both T&A's are identical, delete one. If they are different, change the last transmitted T&A to a corrected T&A.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
312	*Duplicate T&A*

Description

Error: Two (or more) T&A's are received for the same pay period with no indication of being a corrected, supplemental, split, or continued T&A.

NFC Action:

Delete the T&A that was transmitted first; release the T&A that was transmitted last.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
313	*Continuation Code Must Be 2 Or 3 For Continued T&A*

Description

Error: An entry other than 2 or 3 is shown in the Continued field.

A continued T&A is used when the number of transaction codes and/or accounting data entries exceed 11. A continued T&A may contain a maximum of 30 lines of transactions. Each page of the continued T&A must contain the number of pages in the Continued field (i.e., 2 for 2 pages, 3 for 3 pages). **Warning:** This field must be blank for a single T&A..

NFC Action:
Enter the correct code for the number of pages.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
314	*Correction Code Must Be 1 Or 2 For Corr/Supp T&A*

Description

Error: An entry other than 1 or 2 is shown in the Corrected T&A field.

A corrected T&A is used to correct information on the transmitted original T&A. A supplemental T&A is used to add overtime and/or compensatory time that was omitted from the original T&A.

Code the **CS** (Corrected/Supplemental) field according to the type of T&A as follows:

Type T&A	*Code*
Corrected	1
Supplemental	2

NFC Action:
Enter the correct code for the type of T&A transmitted.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
315	*Corrected/Supp T&A With No Original Processed*

Description

Error: The agency transmitted a corrected or supplemental T&A; however, there is no indication that the original T&A processed in the system.

An original T&A must be processed before a corrected or supplemental T&A can be processed.

NFC Action:

Remove the **CS** (Corrected/Supplemental) code for a corrected T&A and process as a regular T&A. Delete the supplemental T&A and notify the agency that the original is required and to include the information from the supplemental on the original T&A.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
319	*Multiple Pay Period T&A's Rejected As A Group*

Description

Error: An error exists on one (or more) of multiple pay period T&A's.

T&A's for two or more pay periods are processed as a group in the sense that when one T&A is in error, the entire group is suspended though the other T&A's may be without error. The T&A(s) in error will show the applicable error message which requires correction. The T&A's without error will show this **informational message** (319) only.

NFC Action:

Correct T&A(s) in error. This T&A will release when the other T&A error(s) is corrected.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
320	*Prior T&A(s) Without Current T&A*

Description

Error: Prior T&A transmitted without a current T&A transmission.

A prior T&A(s) will not release without the current T&A for a full-time or part-time employee. This **informational message** displays until the current T&A is entered in the system. Message 319 will also display with this message.

If the current T&A is not entered by the last TIME release, the prior T&A's will release providing there are no other errors.

NFC Action:
The system automatically releases the prior T&A on the last pass of PAYE.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
322	*Social Security Number Or Agency Incorrect*

Description

Error: Incorrect social security number or agency code entered on the T&A or need an accession or agency change personnel action.

The social security number and agency code must match the social security number and agency code on the database for the employee.

If the employee is newly hired or the employee transferred from one agency to another within the department and the personnel action has not been transmitted, is in suspense, or has an incorrect social security number or agency, this message will display.

Note: This message applies to regular, continued, split, corrected, and supplemental T&A's.

NFC Action:

Access the Information/Research Inquiry System (IRIS) to verify the social security number and agency code entered on the T&A. If either is incorrect, correct as applicable. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
323	*NFC Use Only - Incorrect SSN Type O Puller*

Description

Error: Incorrect social security number entered on T&A puller or no accession action for T&A puller.

This **informational message** indicates that the social security number entered for a Type O puller does not match a social security number on the database or the accession action has not applied to the database.

NFC Action:
See your supervisor for guidance.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
324	*NFC Use Only-Original T&A Replaced By Corrected*

Description

Error: Corrected T&A identical to original T&A.

This **informational message** displays when the corrected T&A is identical to the original T&A and the original T&A has not been paid. The original T&A is automatically deleted and the corrected T&A is processed as the original.

If the original T&A has been paid, it will remain on the database and the corrected T&A will be sent to Adjustment processing.

NFC Action:
The system converts the corrected T&A to an original T&A as applicable.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
325	*NFC Use Only-Regular & Supp T&A Combined*

Description

Error: N/A

This **informational message** indicates that the system combines a supplemental T&A with a regular T&A if the regular T&A has not been paid or sends the supplemental T&A to ADJP if it has been paid.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
327	*Transaction Lines Exceed 30*
Description	

Error: The number of lines used for the pay period exceed **30**.

The maximum number of lines recorded on a T&A for one pay period is **30**. A continued T&A is used when the number of transaction codes and/or accounting lines exceed 11.

NFC Action:
Combine base pay hours accounting to reduce the lines used to 30.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
328	*Number Of T&A Pages Exceed 12*

Description

Error: The number of pages for the T&A exceed the amount that can be processed in a pay period.

The maximum number of T&A pages allowed in a pay period is **12**. This amount is derived from the following:

T&A Type	*Maximum Pages*
Continued	3
Split Continued	6
Split Continued Corrected	12

NFC Action:
Delete the T&A's that are causing the error.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
329	*Pay Periods Not Consecutive For F/T Or P/T Emp*
Description	

Error: T&A missing.

The system edits for continuity of payment for part-time and full-time employees each pay period. A T&A should be processed each pay period for part-time and full-time employees unless a personnel action is processed whereby a T&A is not required (e.g., absence without pay for 30 days or more, etc.).

If a group of late T&A's are being processed in a pay period, the range of T&A's must be consecutive. All T&A's must be included in the grouping otherwise none of the T&A's in the group nor the current T&A will be paid.

(example) The processing pay period is 10. The employee was not paid for pay periods 7, 8, and 9. Late T&A's were entered for pay periods 7 and 9; pay period 8 is missing. The system will suspend the current T&A for the status of the pay period 8 T&A.

If a T&A is missing, the current T&A suspends with this message. The remaining T&A's suspend with message 319 until this message is corrected (i.e., the missing T&A is entered).

NFC Action:
The T&A will remain in suspense until the agency enters the missing T&A or personnel action in the system.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I

Chapter 7

Section 6

Code	Message
330	*NFC Use Only - T&A's Same PP; 2 Different Agencies*

Description

Error: T&A's for the same pay period were received from two different agencies.

NFC Action:

Review the validity of both T&A's and take the necessary action.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
332	*Supp & Corrected T&A's Not Allowed In Same PP*

Description

Error: A supplemental and corrected T&A are entered with the same pay period number.

A corrected T&A is used to correct information on the transmitted original T&A. A supplemental T&A is used to add overtime and compensatory time that was previously omitted from the original T&A. If there is a need to process both, process a corrected T&A and include the supplemental T&A information on the corrected T&A.

NFC Action:

Delete the supplemental T&A and include the information from the supplemental T&A with the corrected T&A. Code the CS (Corrected/Supplemental) field 1 (Corrected).

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
333	*Personnel Puller Dropped Superceded By T&A Puller*

Description

Error: T&A puller and personnel puller entered in the same pass.

A puller is used to retrieve a personnel action or a T&A and place the action or T&A in suspense in order to modify or delete. The personnel puller is accomplished by the agency through PEP51 Pullers For Payroll/Personnel Documents; the T&A puller is accomplished by NFC through TSUS (Time And Attendance Report On-line Suspense Correction And Document Addition System).

If a puller is placed on both the personnel action and the T&A, the T&A puller will take precedence and appear in the TIME suspense; the personnel puller will be overridden and will not appear in the personnel suspense.

NFC Action:
Take the necessary action on the T&A based upon the agency or other request.

Title I

Chapter 7

Section 6

**Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages**

Code	Message
334	*NFC Use Only-T&A Retrieved By Type 0 Puller*

Description

Error: N/A

A Type 0 T&A puller is accomplished by NFC through TSUS (Time And Attendance Report On-line Suspense Correction And Document Addition System) and is used to retrieve a T&A from the database or the transmission file and place it in TIME suspense in order to modify or delete. The T&A is suspended until the puller is released.

This is an **informational message** and indicates that the T&A is being **retrieved from the database or the transmission file**. Once the puller is released, this message will automatically disappear.

NFC Action:
Take the necessary action on the T&A based upon the agency or other request.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
336	*T&A Suspended Due To Personnel Puller*

Description

Error: N/A

A personnel puller is accomplished by the agency through PEP51 Pullers For Payroll/Personnel Documents. The T&A is automatically retrieved from the database and placed in suspense for one pass only when a personnel puller is initiated.

This **informational message** indicates that a T&A is being **retrieved from the database or the transmission file** until the personnel puller is released. This message will automatically disappear when the personnel puller is released.

NFC Action:
No action necessary.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
340	*NFC Use Only-T&A Revalidated Due To Pers Action*
Description	

Error: N/A

This **informational message** indicates that a T&A from the transmission file or the database is revalidated based on the processing of a personnel action. The T&A will release when the next TIME job executes provided there are no errors on the personnel action.

NFC Action:
No action necessary.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
342	*Status Change Omitted From Supplemental T&A*
Description	

Error: Start or End status field omitted for supplemental T&A.

A supplemental T&A is received to add data that was previously omitted from an original T&A. The status change field must be completed on the supplemental T&A if it was completed on the original T&A.

NFC Action:
Enter the status day shown on the original T&A.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
344	*Continuation Or Split T&A's Rejected As A Group*

Description

Error: One of a continued or split T&A is in error.

A continued or split T&A is processed as a group in the sense that when one T&A is in error, the remaining T&A(s) is suspended though no error exists. The T&A in error will show the applicable error message which requires correction. The T&A(s) without error will show this **informational message** (344) only.

NFC Action:
Correct the T&A in error. The remaining T&A(s) will release when the other T&A error is corrected.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
345	*T&A Error Cannot Be Forced Accepted*

Description

Error: Attempt to force accept the T&A failed.

Certain TIME errors can be force accepted/released without correcting the error; others cannot be released. This **informational message** displays when either (1) an attempt was made to force accept an error that cannot be force accepted (the error must be corrected) or (2) the error can only be force accepted on the last TIME job (Pass 90).

Once the force accept is placed on the T&A, the T&A will either release in the pass of the force accept or release in Pass 90, depending on the error.

TMGT Table 34, Time Edit Error Messages And Codes, identifies TIME errors that can/cannot be force accepted. Force Accept Msg Code *Y* indicates yes, the message can be force accepted; Code *N* indicates the message cannot be force accepted.

NFC Action:
Follow the instructions given in this procedure on the fatal error.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
346	*Late T&A Greater Than 4 Prior Pay Periods*

Description

Error: Prior T&A too late for processing in the system.

The system is capable of processing original T&A's up to 4 pay periods late. Original T&A's prior to this timeframe must be processed manually.   (example) The processing pay period is 5. Prior T&A's for pay periods 1 through 4 can be processed in Pay Period 5. However, a Pay Period 26 (or earlier) T&A must be processed manually.

NFC Action:

If the employee was paid for the pay period of the T&A, and the hours paid were more or less than the hours recorded on the late T&A, change the late T&A to a corrected T&A.

If the employee was not paid for the pay period of the T&A, delete the T&A and have it processed manually.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
347	*T&A Must Be Paid Manually-Spec Emp Code 30 Or 35*
Description	

Error: T&A transmitted for a manually paid employee.

Special Employee Code **30** (Overseas Employee Not NFC Payrolled) and Special Employee Code **35** (Manually Paid Employee) are paid manually each pay period; they cannot be paid in the automated system. The T&A for a manually paid employee was inadvertently entered into the system for processing.

NFC Action:

If a personnel action is not present to change the special employee code, delete the T&A and send to the Manual Pay Unit for processing. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
348	*T&A Coded Final-No Separation Action*

Description

Error: Need a separation action to process the final T&A.

A separation action is required when the T&A is coded final. The T&A **should not** be coded final if the employee is transferring from one agency to another within the department.

NFC Action:

Inform the agency that a separation action is required to release the T&A from suspense, otherwise force accept the T&A. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
349	*Pay Period Prior To Last Time Paid*

Description

Error: The pay period number of the prior original T&A received is earlier than the last T&A paid in the system.

Prior original T&A processing must be sequential.

NFC Action:

If the employee was paid for the prior T&A, and the hours paid were more or less than the hours recorded on the late T&A, change the prior T&A to a corrected T&A. If the employee was not paid, delete the T&A and send to the Manual Pay Unit for processing.

Title I

Chapter 7

Section 6

**Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages**

Code	Message
352	*Personnel Puller Did Not Suspend T&A-T&A Paid*

Description

Error: Puller placed on a paid T&A.

A puller is used to retrieve a personnel action or a T&A and place the action or T&A in suspense in order to modify or delete. The personnel puller is accomplished by the agency through PEP51 Pullers For Payroll/Personnel Documents; the T&A puller is accomplished by NFC through TSUS (Time And Attendance Report On-line Suspense Correction And Document Addition System). If a puller is placed on a paid T&A, this **informational message** displays indicating that the personnel puller did not suspend the T&A. This message displays for only one pass.

NFC Action:
No action.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I

Chapter 7

Section 6

Code	Message
353	*Lv Accrual For PT Emp On Corr TA Not = To Orig TA*

Description

Error: The leave accruals on a corrected T&A are different than the leave accruals on the original T&A.

This **informational message** indicates there is a discrepancy on the leave accrued on a corrected T&A. The annual and sick leave accruals on a corrected T&A for a prior pay period are compared to the original pay period T&A. If a difference exists, all subsequent pay period T&A's (excluding the current T&A) are retrieved from history and sent to Adjustment Processing (ADJP) as corrected T&A's.

Note: This message applies to part-time employees only .

NFC Action:
The system sends the applicable T&A's to ADJP.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
354	*PT Carryover Hrs On Corr T&A Not =To Original T&A*

Description

Error: The leave carryover on a corrected T&A is different than the leave carryover on the original T&A.

This **informational message** indicates there is a discrepancy on the leave carryover on a corrected T&A. The annual and sick carryover hours on a corrected T&A for a prior pay period are compared to the original T&A for that pay period. If a difference exists, all subsequent pay period T&A's (excluding the current T&A) are retrieved from history and sent to Adjustment Processing (ADJP) as corrected T&A's.

Note: This message applies to part-time employees only .

NFC Action:
The system sends the applicable T&A's to ADJP.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
355	*AWOP Used Hrs On Corr T&A Not Eq To Original T&A*

Description

Error: The leave carryover on a corrected T&A is different than the leave carryover on the original T&A.

This **informational message** indicates there is a discrepancy on absence without pay (AWOP) on a corrected T&A. The leave without pay (LWOP), absence without leave (AWOL), suspension, or furlough hours on a corrected T&A for a prior pay period are compared to the original T&A for that pay period. If a difference exists, all subsequent pay period T&A's (excluding the current T&A) are retrieved from history and sent to Adjustment Processing (ADJP) as corrected T&A's.

NFC Action:
The system sends the applicable T&A's to ADJP.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
356	*Annual Lv Used On Corr T&A Exceeds Original T&A*
Description	

Error: The annual leave used on a corrected T&A is different than the annual leave used on the original T&A.

This **informational message** indicates there is a discrepancy on annual leave used on a corrected T&A. If the annual leave used on a corrected T&A is greater than the original T&A and results in a negative annual leave balance, the T&A is suspended unless the Advanced Leave field is coded **1** or **3**.

NFC Action:
The system sends the applicable T&A's to ADJP.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
357	*Sick Lv Used On Corr T&A Exceeds Original T&A*

Description

Error: The sick leave used on the corrected T&A is different than the sick leave used on the original T&A.

This **informational message** indicates there is a discrepancy on sick leave used on a corrected T&A. If the sick leave used on a corrected T&A is greater than the original T&A and results in a negative sick leave balance, the T&A is suspended unless the Advanced Leave field is coded *2* or *3*.

NFC Action:
The system sends the applicable T&A's to ADJP.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
358	*Restored Lv Used On Corr T&A Exceeds Orig T&A*

Description

Error: The restored annual leave used on the corrected T&A is different than the restored annual leave used on the original T&A.

This **informational message** indicates there is a discrepancy on restored annual leave used on a corrected T&A. If the restored leave used on a corrected T&A is greater than the original T&A, the T&A is suspended.

NFC Action:
The system sends the applicable T&A's to ADJP.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
359	*Comp Lv Used On Corr T&A Exceeds Orig T&A*

Description

Error: The compensatory leave used on the corrected T&A is different than the compensatory leave used on the original T&A.

This **informational message** indicates there is a discrepancy on compensatory leave used on a corrected T&A. If the compensatory leave used on a corrected T&A is greater than the original T&A, the T&A is suspended.

NFC Action:
The system sends the applicable T&A's to ADJP.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
360	*Military Lv Used On Corr T&A Exceeds F/Y Max*

Description

Error: The regular military leave used on the corrected T&A exceeds the maximum amount allowed in a fiscal year.

This **informational message** indicates there is a discrepancy on regular military leave used on a corrected T&A. If the military leave used on a corrected T&A is greater than the original T&A, the T&A is suspended.

NFC Action:
The system sends the applicable T&A's to ADJP.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
361	*Emerg Mil Lv Used On Corr T&A Exceeds CY Max*

Description

Error: The emergency military leave used on the corrected exceeds the maximum amount allowed in a calendar year.

This **informational message** indicates there is a discrepancy on emergency military leave used on a corrected T&A. Emergency military leave is limited to 176 hours per calendar year. The corrected T&A hours used results in the employee exceeding the maximum amount allowed.

NFC Action:
The system sends the applicable T&A's to ADJP.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
363	*Tour Change On Corrected T&A Earlier Than Prior PP*

Description

Error: Tour change not allowed on a T&A effective over 2 pay periods.

Agricultural Marketing Service and certain Forest Service employees are allowed to change their tour on the T&A in lieu of processing a personnel action. The system only accepts tour changes on the T&A for the prior and current pay period.

The T&A in question is more than two pay periods prior, therefore, the tour change cannot be done on the T&A.

NFC Action:
Delete the tour change and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
364	*Pay Plan WC Employee T&A Cannot Process In System*

Description

Error: T&A transmitted for employee without compensation.

Employees whose pay plan is **WC** (without compensation) T&A's are not to be entered in the automated system.

NFC Action:

Delete the T&A and notify the agency. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
365	*Corrected T&A Suspended With Regular T&A*
Description	

Error: Error or regular T&A suspends corrected T&A.

A corrected T&A is suspended when the regular T&A is suspended. Once the regular T&A is released, the corrected T&A should release providing it is free of errors.

NFC Action:

Correct the error from the regular T&A on the corrected T&A and delete the regular T&A.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
366	*Supplemental T&A Suspended-Original T&A Pulled*

Description

Error: N/A

A supplemental T&A is suspended when the original T&A is pulled from the database.

NFC Action:

If the original T&A was pulled to be paid manually, send the supplemental T&A to the Manual Pay Unit for processing.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
367	*T&A Puller Exists; Personnel Puller Not Required*

Description

Error: T&A puller and personnel puller entered.

A personnel puller automatically suspends a T&A. Therefore, it is not necessary to place a puller on the T&A if a personnel puller exists.

If a personnel puller is initiated after the T&A puller, this **informational message** displays in TIME suspense.

NFC Action:
Take the necessary action based on the request to initiate the T&A puller.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
368	*T&A Coded Pulled*

Description

Error: Duplicate puller entered.

This **informational message** indicates that the T&A puller was entered for a T&A that has been previously pulled.

NFC Action:
No action necessary.

Title I

Chapter 7

Section 6

**Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages**

Code	Message
369	*Cannot Force Accept Invalid Appropriation*

Description

Error: Attempt to force accept an invalid appropriation code.

A T&A cannot release from suspense with invalid appropriation; the invalid appropriation must be corrected; it cannot be force accepted.

NFC Action:
Use appropriation from previous T&A.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
370	*Deceased Employee T&A - Cannot Process In System*
Description	

Error: T&A transmitted for a deceased employee.

A deceased employee T&A must be processed manually. Nature of Action Code 350 is the identifier to the system that the employee is deceased. **Note:** This message will be deleted when the second phase of the Special Payroll Processing System (SPPS) is implemented ..

NFC Action:
Delete the T&A and send to the Manual Pay Unit for processing.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
371	*Invalid Fiscal Year For Acctg Data*

Description

Error: The fiscal year for the accounting data for the T&A being processed is neither for the current nor the prior fiscal year.

The T&A's accounting data must be for the current or prior fiscal year; any other accounting is invalid.

NFC Action:
Change the accounting fiscal year to either the prior or current year.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
372	*Acctg Data Usage Code 1 Invalid For FY Change T&A*

Description

Error: The accounting data is being stored in the pay period of the change.

Accounting data cannot be stored in the pay period of the fiscal year change; it must be stored in the **next** pay period. Reminder: Only one line of accounting can be stored. Also, accounting data cannot be stored if the employee is in nonpay status for the entire pay period.

NFC Action:
Remove the Accounting Data Usage Code 1 from the T&A.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
373	*Acctg Data Usage Code 2 Invalid For FY Split T&A*

Description

Error: The Accounting Data Usage Code is 2 on a split T&A for the fiscal year change.

Accounting Data Usage Code 2 **cannot** be used on a T&A that is split for the fiscal year change.

NFC Action:
Remove the Accounting Data Usage Code 2 from the T&A.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
374	*Corr Or Supp T&A - Invalid Pay Period Number*

Description

Error: Invalid pay period number entered on a supplemental T&A.

The pay period number on a corrected or supplemental T&A must be between 1 and 27.

NFC Action:
Delete and notify the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
375	*Split T&A Required CY End For AWOP & Mil Lv*

Description

Error: T&A not split for absence without pay (AWOP) used or emergency military leave used at calendar year end.

Absence without pay (AWOP) and **emergency** military leave must be charged to the calendar year in which they are used. A split T&A must be prepared to charge these types of leave to the appropriate calendar year whenever the calendar year ends on a day other than the beginning or end of a pay period.

NFC Action:
Split the T&A charging the AWOP or military leave to the appropriate calendar year.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
376	*Incentive Pay Valid For Agencies 63 And AB Only*
Description	

Error: TC 17 Suffix 4 recorded for an agency other than the Bureau of Census or the Bureau of the Public Debt.

Only Agency 63, Bureau of Census, and Agency AB, Bureau of the Public Debt, employees are eligible for incentive pay (TC 17 Suffix 4).

NFC Action:
Delete incentive pay from the T&A and notify the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
377	*Pref 77 Valid With TC 32 (Comp Worked Relig) Only*

Description

Error: The T&A reflects Prefix 77 with another transaction code.

Compensatory time worked for religious observance is recorded using TC 32 with Prefix 77.

NFC Action:
Delete the transaction code from the T&A and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
379	*Final Flag Must Be 1*

Description

Error: The Final field contains an invalid entry.

The final T&A indicator (final flag) value must be *1* except for Forest Service and the Department of Justice employees. No other entries are accepted.

NFC Action:
Change the entry to 1.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
381	*Incentive Pay Cannot Exceed $900 For AB or $500 for 63*

Description

Error: The amount entered for TC 17 Suffix 4 is greater than $900 for Agency AB, Bureau of the Public Debt or $500 for Agency 63, Bureau of the Census.

The maximum amount allowed for incentive pay (TC 17 Suffix 4) in a pay period is $900 for Agency AB and $500 for Agency 63.

NFC Action:

Delete and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
382	*DoJ/FS Final Flag Must Be 8 Or 9 With AWS 5 Or 8*

Description

Error: The Final field is coded other than 8 or 9 for alternate work schedule (AWS) 5 or 8.

Final flag entry must be **8** (Both Weeks FLSA Code Change E to N) or **9** (Both Weeks FLSA Code Change E to N and Final T&A) for Alternate Work Schedule **5** (Nine Workdays) or **8** (Variable Workweek). **Note:** This message applies to Forest Service and the Department of Justice only.

NFC Action:
Delete and notify the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
384	*Final Flag 4 Or 9 Valid For FS And DoJ Only*

Description

Error: The Final field is coded **4** or **9** for other than Forest Service or the Department of Justice.

Final flag entry of **4** through **9** is valid for Forest Service and the Department of Justice FLSA exempt employees only.

Final Flag Code	**Definition**
1	Final T&A
4	1st Week FLSA Code Change (E to N)
5	1st Week FLSA Code Change (E to N) and Final T&A
6	2nd Week FLSA Code Change (E to N)
7	2nd Week FLSA Code Change (E to N) and Final T&A
8	Both Weeks FLSA Code Change (E to N)
9	Both Weeks FLSA Code Change (E to N) and Final T&A

NFC Action:
Delete and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
387	*Suffix Must Be 1, 2, 3, Or 8 For TC 51*

Description

Error: Invalid suffix code for TC 51.

Transaction Code 51 is used to record separate maintenance allowance and uniform allowance. Suffix codes are used to distinguish the two allowances. Below is the valid suffix codes that are associated with TC 51.

TC 51 Suffix **1** - Uniform Allowance (*taxable)*
TC 51 Suffix **8** - Uniform Allowance (*tax exempt)*
TC 51 Suffix **2** - Separate Maintenance Allowance (*tax exempt)*
TC 51 Suffix **3** - Separate Maintenance Allowance (*taxable*)

NFC Action:
Delete and notify the agency.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
388	*Prefix Must Be Blank For TC 51*

Description

Error: Prefix field completed with TC 51.

Transaction Code 51 is used to record separate maintenance allowance and uniform allowance. Suffix codes are used to distinguish the two allowances. A prefix code is not allowed for this transaction code.

NFC Action:
Delete the prefix code and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
389	*Sep Maintenance Allowance Entry Must Be 1 Thru 14*

Description

Error: Invalid entry in the Hours field for Transaction Code 51 Suffix 2 or 3.

Transaction Code 51, Suffix Codes 2 and 3, is used to record separate maintenance allowance. The number of **days** the employee is being reimbursed for housing costs is recorded in the Week1/Week2 hours field of the T&A. The valid values are **1 through 14**.

NFC Action:
Delete and notify the agency.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
390	*No Rate In Database For Sep Maintenance Allowance*

Description

Error: TC 51 Suffix 2 or 3 is recorded on the T&A however, no rate established for separate maintenance allowance in the database.

Transaction Code 51, Suffix Codes 2 and 3, is used to record separate maintenance allowance. The number of **days** the employee is being reimbursed for housing costs is recorded in the Week1/Week2 hours field of the T&A. The valid values are **1** through **14**.

The rate at which the employee is to be paid is entered in the Payroll/Personnel Remote Entry System (PRES). If a rate has not been established, the T&A will reject.

NFC Action:
Delete the separate maintenance allowance from the T&A and notify the agency. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of an action to release the T&A from suspense.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
391	*Differential Not Allowed Due To Salary*

Description

Error: Premium pay or differential recorded for GS 15 Step 10 or above.

Employees whose salary is equal to or greater than that of a GS 15 Step 10 are not eligible for the following differentials:

Transaction Code	*Description*
04	Sunday Differential (25% of base pay)
05	Sunday Differential With Night Differential (35% of base pay)
11	Night Differential (10% of base pay)
12	Night Differential On Compensatory Time (10% of base pay)
13	Night Differential On Sunday Double Time (10% of base pay)
22	Overtime Double For Sunday Work (2 x the base rate)

Exception: Forest Service employees and employees who are not subject to the biweekly earnings limitation are eligible for these differentials.

NFC Action:
Change TC's 04, 05, and 11 to TC 01. Delete TC 12. Change TC's 13 and 22 to TC 21.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
392	*TC 17 Suffix 5 (Ship Inspection) For FCC Only*

Description

Error: TC 17 Suffix 5 recorded for an agency other than the Federal Communications Commission.

Transaction Code 17 Suffix 5, Ship Inspection Overtime Pay, is for the Federal Communications Commission (Agency 21) employees use only.

NFC Action:
Delete and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I

Chapter 7

Section 6

Code	Message
394	*Credit Hours Exceed Maximum Allowed*

Description

Error: Hours recorded for TC 29 exceed **24**.

Transaction Code 29, Credit Hours Worked, are hours worked in excess of the basic work requirement in order to vary the length of the workday or workweek under certain alternate work schedules. The excess hours are not considered overtime.

Eligible full-time employees are allowed to earn a maximum of **24** credit hours; part-time employees earn an amount equal to 1/4 of the biweekly work requirement.

This **informational message** displays when the employee exceeds the maximum amount allowed.

NFC Action:
The system automatically reduces the excess hours and notifies the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
395	*AWS Other Than 7 Or 8-Inelig To Earn Credit Hours*

Description

Error: TC 29 recorded for ineligible employee due to work schedule.

Transaction Code 29, Credit Hours Worked, are hours worked in excess of the basic work requirement in order to vary the length of the workday or workweek under certain alternate work schedules. The excess hours are not considered overtime.

Employees whose alternate work schedule code is other than **7** (variable work day within a 40-hour workweek) or **8** (variable workweek hours within an 80-hour pay period) are not eligible to earn credit hours.

This **informational message** displays when an ineligible employee is attempting to earn credit hours.

NFC Action:
Change the alternate work schedule to 7 or 8 and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
396	*Intermittent Emp Ineligible To Earn Credit Hours*

Description

Error: TC 29 recorded for intermittent employee.

Transaction Code 29, Credit Hours Worked, are hours worked in excess of the basic work requirement in order to vary the length of the workday or workweek under certain alternate work schedules. The excess hours are not considered overtime.

This **informational message** indicates an intermittent employee is ineligible to earn credit hours.

NFC Action:
The system automatically deletes the credit hours and notifies the agency.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
397	*Credit Hours Used Exceed Balance*

Description

Error: The credit hours used on the T&A exceed the balance on the database.

Transaction Code 50, Credit Hours *(Used)*, records credit hours that were earned using TC 29, Credit Hours Worked.

NFC Action:
Change to compensatory leave, restored annual leave, annual leave, and/or leave without pay (LWOP) and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
398	*Intermittent Emp Inelig To Use Credit Hours*

Description

Error: TC 50 recorded for intermittent employee.

Transaction Code 50, Credit Hours, are hours used that were earned by work performed in excess of the basic work requirement in order to vary the length of the workday or workweek under certain alternate work schedules. The excess hours are not considered overtime.

Intermittent employees are not eligible to use credit hours.

NFC Action:
Delete from the T&A.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
399	*TC 17 Prefix 21 & 22 Valid For IRS Only*

Description

Error: TC 17 Suffix 21 or 22 recorded for an agency other than the Internal Revenue Service.

Use of Transaction Code (TC) 17 Prefix 21, Place On Furlough, and TC 17 Prefix 22, Placement In Pay Status, are restricted for use by the Internal Revenue Service only (Agency 93).

The Suffix field must be blank.

NFC Action:
Delete from the T&A and notify the agency that a personnel action is required.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
400	*TC 17 Prefix 21 & 22 Invalid For Corrected T&A*

Description

Error: TC 17 Prefix 21 or 22 recorded on a corrected T&A.

A corrected T&A cannot be used to record TC 17 Prefix 21, Place On Furlough, or TC 17 Prefix 22, Placement In Pay Status. A personnel action must be processed instead.

NFC Action:

Delete from the T&A and notify the agency that a personnel action must be processed. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of a personnel action to release the T&A from suspense.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
401	*TC 17 Prefix 11 Thru 17 For DoJ & TR Only*

Description

Error: TC 17 Prefix 11 through 17 recorded for an agency other than the Department of Justice or Department of the Treasury agency.

The following transaction codes (17) are for the Department of Justice and the Department of the Treasury use only and is computed at the FLSA rate.

Prefix	*TC*	*Description*
11	17	FLSA Meal Periods
12	17	FLSA Other Travel
13	17	FLSA Training
14	17	FLSA UD Roll Call
15	17	FLSA Home To Work Travel
16	17	FLSA Other Hours
17	17	Suffered/Permitted Duty

NFC Action:
Delete and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
402	*TC 17 Prefixes 21 & 22 Not Valid For Separated Emp*

Description

Error: TC 17 Prefix 21 or 22 recorded for a separated employee.

A separating employee cannot be placed on furlough or be returned to duty from furlough using TC 17 Prefixes 21 (Place on Furlough) and 22 (Placement in Pay Status). **Note:** TC 17 Prefixes 21 and 22 are for Internal Revenue Service use only .

NFC Action:
Delete and notify the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
403	*Eff Day Must Be Recorded For TC 17 Prefix 21 & 22*
Description	

Error: TC 17 Prefix 21 or 22 is recorded without an entry in the Week1 field.

Transaction Code 17 Prefix 21 (Place On Furlough) and TC 17 Prefix 22 (Placement In Pay Status) are recorded on the T&A in lieu of processing a personnel action. The effective date of the furlough and placement in pay status is entered in the Week1 hours field. Valid entries are **01** through **14**.

This message displays when the above transaction code(s) is entered and the Week1 field is blank. **Note:** TC 17 Prefixes 21 and 22 are for Internal Revenue Service use only .

NFC Action:
Delete the transaction code in question and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
404	*SES/Expert/Consultant Ineligible For O/T, Comp, Or Differential*

Description

Error: Overtime, compensatory time, or a differential is recorded for a Senior Executive Service (SES) employee/Expert/Consultant.

Certain SES/Expert/Consultant employees are not entitled to earn overtime, compensatory time, or any differentials. The pay plans for those SES/Expert/Consultant employees who are not entitled to earn overtime, compensatory time, or differentials are:

Pay Plan	*Description*
E	Executive (FDIC)
ED	Experts (5 USC 3109)
EE	Experts (Other)
EF	Consultant (5 USC 3109)
EG	Consultant (Other)
EH	Advisory Committee Member (5 USC 3109)
EI	Advisory Committee Member (Other)
ES	Senior Executive Service
EX	Executive Pay Act
FE	Senior Foreign Service

Note: Employees in pay plans ED, EF, and EH who are paid on a daily basis and are FLSA exempt are not eligible to earn overtime, compensatory time, and differentials. However, all other employees in these pay plans will be allowed to earn overtime, compensatory time, and differentials.

The following transaction codes cannot be recorded on an SES employee/Expert/Consultant's T&A:

Transaction Code	*Description*
04	Sunday Differential
05	Sunday Differential With Night Differential
11	Night Differential
12	Night Differential Compensatory Time
13	Night Differential Sunday Double Time
14	Hazard Pay Differential
18	Overtime Grain Appeal
19	Overtime Over 8
21	Overtime Over 40
22	Overtime Double For Sunday
23	Overtime Travel Under FLSA
24	Overtime Travel Under Title V

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
404 contd.	*SES/Expert/Consultant Ineligible For O/T, Comp, Or Differential*

Description

25	Overtime Over 40 With Night Differential
26	Overtime Over 8 With Night Differential
30	Overtime Call Back No Work Performed
31	Holiday Worked
32	Compensatory Time Worked
33	Overtime Call Back No Work On Sunday
41	Premium Pay On An Annual Basis (DLO)

SES employees with pay plan ES for the Department of Agriculture (AG), Federal Communications Commission (FC), and the Department of the Treasury, are not entitled to earn credit hours (TC 29). The Department of Justice Expert/Consultant employees with pay plans of ED, EE, EF, and EG are eligible to work overtime (TC 21). All SES employees are eligible to earn compensatory time for religious observance.

NFC Action:
Delete and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
406	*TC 17 Prefixes 18 And 19 For DoJ Only*

Description

Error: TC 17 Prefix 18 or 19 recorded for an agency other than the Department of Justice agency.

Transaction Code 17 Prefix 18 (FLSA Meal Periods During Non AUO Overtime And Compensatory Time) and Prefix 19 (Excludable AUO Days) are for use by the Department of Justice only.

NFC Action:
Delete and notify the agency.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
407	*TC 17 Prefix 19 Entry Must Be 01 Thru 07*

Description

Error: Entry for TC 17 Prefix 19 is not valid.

Transaction Code 17 Prefix 19 (Excludable AUO Days) is the number of excludable Administratively Uncontrollable Overtime (AUO) **days** used to calculate AUO percentage rates for certain types of absences or duties. The maximum number of days that may be recorded for one pay period is **14**. The entry must not exceed **07** in either the Week 1 or Week 2 field. Note: Excludable AUO days apply to the Department of Justice only.

NFC Action:
Delete TC and notify the agency, or contact agency for corrected action.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
408	*TC 17 Suffixes 6 And 7 For Agency SR Use Only*

Description

Error: Entry for TC 17 Suffix 6 or 7 is used by an agency other than U. S. Senate Restaurants or Architect of the Capitol.

Transaction Code 17 Suffix 6 (Services/Payments) is for use by U. S. Senate Restaurants and Architect of the Capitol employees only. TC 17 Suffix 7 (Tips-Cash Received) is for use by U. S. Senate Restaurants, Architect of the Capitol, and National Oceanic and Atmospheric Administration employees only.

NFC Action:
Delete and notify the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
409	*Tips Reported After Cutoff Date, Report Next PP*

Description

Error: TC 17 Suffix 7 is recorded in the last pay period of the calendar year.

Transaction Code 17 Suffix 7 (Tips-Cash Received) are to be reported by the end of the tax year. Tips cannot be reported in the last pay period paid in the calendar year. They may be entered, however, on corrected T&A's being processed for prior pay periods which are transmitted in the last pay period paid in the calendar year. **Note:** This TC is for use by U.S. Senate Restaurants and National Oceanic And Atmospheric Administration only.

NFC Action:
Delete and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
410	*1911 Overtime For AF Only*

Description

Error: TC 17 Prefix 31 through 34 and 36 through 38 is recorded for an agency other than U.S. Customs Service.

The following transaction codes are for use by U.S. Customs Service employees only:

Transaction Code	*Prefix*	*Description*
17	31	Reimbursable (1911) Comm/Priv
17	32	Non-reimbursable Overtime Pay Act (1911)
17	33	Non-reimbursable (Sec 15 PL 94-353)
17	34	User Fees - Cobra
17	36	User Fees - Ad Valorem
17	37	1911 For Continuation Of Pay
17	38	1911 Hours - Intermittent

NFC Action:
Delete from the T&A and notify the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
411	*Base Hrs Worked & AWOP Each Equal 80 Hrs Or More*
Description	

Error: Absence without pay (AWOP) and base hours both reflect a total of 80 in the Week1/Week2 fields.

The basic tour for a full-time employee is 80 hours per pay period except for certain fire fighters. Absence without pay is included in the base tour. Therefore, an employee cannot be in pay status for 80 hours and nonpay status for 80 hours.

The basic tour of duty hours recorded in pay status and the hours recorded in absence without pay status cannot each reflect 80 hours.

Basic tour of duty transaction codes are:

Transaction Code	**Definition**
01	Regular Time
04	Sunday Differential
05	Sunday Differential With Night Differential
11	Night Differential
19	Overtime Over 8
26	Overtime Over 8 With Night Differential
35	Union/Contract Negotiation
36	Union/Midterm Negotiation
37	Union/Ongoing LMR Act
38	Union/Grievance Appeal Representation
50	Credit Hours
59	Shore Leave
60	Compensatory Time Used (Religious Obs)
61	Annual Leave
62	Sick Leave
63	Restored Annual Leave
64	Compensatory Leave
65	Regular Military Leave
66	Other Leave
67	Injury Leave
68	Emergency Leave
69	Home Leave

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
411contd.	*Base Hrs Worked & AWOP Each Equal 80 Hrs Or More*

Description

Absence without pay (AWOP) transaction codes are:

Transaction Code	**Definition**
71	Leave Without Pay (LWOP)
72	Absence Without Leave (AWOL)
73	Suspension
74	Furlough

NFC Action:

Research annual leave (and compensatory leave) balance. Only pay the employee for the number of hours that the paid leave balance would cover.

If the employee's leave balance is equal to or greater than the hours recorded for the basic tour of duty, delete the absence without pay (AWOP) hours and process the T&A for the hours recorded for the basic tour of duty.

If the employee's leave balance is less than the hours recorded for the basic tour of duty, process the T&A for the number of hours covered by the paid leave. Charge the remaining hours to the hours recorded under AWOP.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
412	*Employee Ineligible For Acting Pay*

Description

Error: The employee's social security number is not listed on Table 099 for acting pay eligibility.

Acting pay is granted to employees who substitute in the absence of their supervisor. Acting pay is for use by the Bureau of Engraving and Printing only. It is recorded on the T&A by entering **1** or **2** in position **14** of the accounting data field.

In order for an employee to be eligible to receive acting pay, his/her social security number must be entered in TMGT Table 099, BEP Acting Pay.

NFC Action:
Delete the code from the accounting data field and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
413	*NFC Use Only-TC Invalid For FLSA Law Enforce Emps*

Description

Error: This **informational message** indicates that law enforcement officials are not eligible to use TC 17 Prefix 11 (FLSA Meal Periods) or TC 17 Prefix 18 (FLSA Meal Periods During Non AUO Overtime And Compensatory Time).

NFC Action:
The system automatically deletes these transaction codes from the T&A.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
414	*Home & Shore Leave Must Be In Increments Of 8*

Description

Error: TC 69 or TC 59 not recorded in increments of **8**.

Transaction Code 69 (Home Leave) and TC 59 (Shore Leave) must be used in increments of 8 hours.

NFC Action:
Delete and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
415	*TC 17 Prefixes 40, 41, 42, 43, 44 For IN Only*

Description

Error: TC 17 Prefix 40, 41, 42, 43, or 44 recorded for an agency other than the Immigration And Naturalization Service.

The following transaction codes are for use by the Immigration And Naturalization Service (INS) use only.

Transaction Code	Prefix	Description
17	40	INS 1931 Act O/T-Air/Sea Weekdays
17	41	INS 1931 Act O/T-Land Border Weekdays
17	42	INS 1931 Act O/T-Not Worked
17	43	INS 1931 Act O/T-Air/Sea Sunday/Holiday
17	44	INS 1931 Act O/T-Land Border Sunday/Holiday

NFC Action:
Delete from the T&A and notify the agency.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
416	*TC 17 Prefixes 40 & 41 Invalid For PT & Int Emps*

Description

Error: TC 17 Prefix 40 or 41 recorded for a part-time or intermittent employee.

Part-time and intermittent INS employees are ineligible for Transaction Code 17 Prefix 40 (INS 1931 Act O/T-Air/Sea) and TC 17 Prefix 41 (INS 1931 Act O/T Land Border).

NFC Action:
Delete from the T&A and notify the agency. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of an action to release the T&A from suspense.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
417	*TC 17 Prefixes 40-41, 43-44 Must Be Divisible By 4*

Description

Error: Hours recorded for TC 17 Prefix 40, 41, 43, or 44 are not divisible by **4**.

Full-time INS employees are entitled to compensation for inspection duties performed. The following transaction codes are used to report these inspections:

Transaction Code	Prefix	Description
17	40	1931 Act O/T - Air/Sea Weekdays
17	41	INS 1931 Act O/T-Land Border Weekdays
17	43	INS 1931 Act O/T-Air/Sea Sunday/Holiday
17	44	INS 1931 Act O/T-Land Border Sunday/Holiday

Overtime hours greater than zero must be divisible by **4**. Employees performing immigration inspections for at least one hour will receive compensation for more hours than actually worked at the base rate. Hours are reported as shown below:

Hours Worked	Hours Reported
1.0 - 2.3	4.0
3.0 - 4.3	8.0
5.0 - 6.3	12.0
7.0 - 8.3	16.0
9.0 or more	20.0

NFC Action:
Change hours worked to hours reported using the table above and notify the agency.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
418	*TC 17 Prefixes 40 & 41 Cannot Exceed 120 Hours*
Description	

Error: Hours recorded for TC 17 Prefix 40 and/or 41 exceed **120**.

Transaction Code 17 Prefix 40 (INS 1931 Act O/T-Air/Sea Weekdays) is used to report steamship and airplane inspections performed by INS immigration officers and other eligible employees. TC 17 Prefix 41 (INS 1931 Act Land Border Weekdays) is used to report train and other vehicle inspections performed by INS immigration officers and other eligible employees. The hours worked for each of these inspections cannot exceed **120** for the pay period.

NFC Action:
Delete the excess hours and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
419	*TC 17 Prefixes 43 & 44 Cannot Exceed 108 Hours*

Description

Error: Hours recorded for TC 17 Prefix 43 and/or 44 exceed **108**.

Transaction Code 17 Prefix 43 (INS 1931 Act O/T-Air/Sea Sunday/Holiday) is used to report steamship and airplane inspections performed by INS immigration officers and other eligible employees. TC 17 Prefix 44 (INS 1931 Act O/T-Land Border Sunday/Holiday) is used to report train and other vehicle inspections performed by INS immigration officers and other eligible employees. The hours worked for each of these inspections cannot exceed **108** for the pay period.

NFC Action:
Delete the excess hours and notify the agency.

Title I

Chapter 7

Section 6

**Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages**

Code	Message
420	*NFC Use Only-AWOP & TC17 Pref 40, 41, 43, 44 Inval*

Description

Error: TC 71, 72, 73, and/or 74 and TC 17 Prefix 40, 41, and/or 43 recorded in the same week.

This **informational message** indicates that absence without pay (AWOP) (TC 71, 72, 73, and 74) and the following transaction codes are not to be reported in the same week.

Transaction Code	Prefix	Description
17	40	INS 1931 Act O/T-Air/Sea Weekdays
17	41	INS 1931 Act Land Border Weekdays
17	43	INS 1931 Act O/T-Air/Sea Sunday/Holiday
17	44	INS 1931 Act O/T-Land Border Sunday/Holiday

NFC Action:
The system automatically force accepts the T&A and notifies the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
421	*NFC Use Only-TC31 & TC17 Pref 40, 41, 43, 44 Inval*

Description

Error: TC 31 and TC 17 Prefix 40, 41, 43 and/or 44 recorded in the same week.

This **informational message** indicates that Transaction Code 31 (Holiday Worked) and the following transaction codes are not to be reported in the same week.

Transaction Code	**Prefix**	**Description**
17	40	INS 1931 Act O/T-Air/Sea Weekdays
17	41	INS 1931 Act Land Border Weekdays
17	43	INS 1931 Act O/T-Air/Sea Sunday/Holiday
17	44	INS 1931 Act O/T-Land Border Sunday/Holiday

NFC Action:
The system automatically force accepts the T&A and notifies the agency.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
422	*TC 17 Prefixes 43 & 44 Must Be Divisible By 16*

Description

Error: Hours recorded for TC 17 Prefix 43 and/or 44 not divisible **16.**

Transaction Code 17 Prefix 43 (INS 1931 Act Overtime-Air/Sea Sunday/Holiday) and TC 17 Prefix 44 (INS 1931 /act Overtime-Land Border Sunday/Holiday) hours must be divisible by **16** for part-time and intermittent employees.

NFC Action:
Delete the excess and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
423	*TC 17 Pref 43 Or 44 Cannot Exceed 48 (P/T & Int)*

Description

Error: Hours recorded for TC 17 Prefix 43 and/or 44 exceed **48** in a week for a part-time or intermittent employee.

Transaction Code 17, Prefix 43 (INS 1931 Act O/T-Air/Sea Sunday/Holiday) and TC 17 Prefix 44 (INS 1931 Act O/T-Land Border Sunday/Holiday) each cannot exceed **48** hours in a week for part-time and intermittent employees.

NFC Action:
Delete the excess and notify the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
424	*TC 17 Prefix 42 Needed With Prefix 40, 41, 43, & 44*

Description

Error: TC 17 Prefix 42 recorded without TC 17 Prefix 40, 41, 43, or 44.

The following transaction codes must be reported when Transaction Code 17, Prefix 42 (INS 1931 Act O/T-Not Worked) is reported:

Transaction Code	Prefix	Description
17	40	INS 1931 Act O/T-Air/Sea Weekdays
17	41	INS 1931 Act Land Border Weekdays
17	43	INS 1931 Act O/T-Air/Sea Sunday/Holiday
17	44	INS 1931 Act O/T-Land Border Sunday/Holiday

NFC Action:
Delete and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
425	*TC 17 Prefix 42 Must Be < Or = 17/40, 41, 43, 44*

Description

Error: Hours recorded for TC 17 Prefix 42 exceed hours recorded for TC 17 Prefix 40, 41, 43, and/or 44.

The total hours for Transaction Code 17, Prefix 42 (INS 1931 Act O/T-Not Worked) must be less than or equal to the total hours recorded for the following transaction codes:

Transaction Code	Prefix	Description
17	40	INS 1931 Act O/T-Air/Sea Weekdays
17	41	INS 1931 Act Land Border Weekdays
17	43	INS 1931 Act O/T-Air/Sea Sunday/Holiday
17	44	INS 1931 Act O/T-Land Border Sunday/Holiday

NFC Action:
Delete and notify the agency.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
426	*Employee Ineligible For AUO*

Description

Error: AUO recorded for ineligible employee.

The employee's special employee code must be **02** (AUO-Nonexempt From FLSA) **03** (Scheduled Standby-AUO-Exempt/Nonexempt From FLSA), or **12** (Supervisory/Managerial Employee, Exceeds Band By 6%) and the occupational series code must be **0081** to be eligible for Administratively Uncontrollable Overtime (AUO).

NFC Action:
Delete and notify the agency. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of an action to release the T&A from suspense.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
427	*Quarters Allowance Code Must Be 1 (PD)*

Description

Error: TC 49 Suffix 3 or 4 recorded on a daily basis; database indicates quarters allowance should be recorded on a pay period basis.

Quarters allowance can be reported per day or per pay period. An allowance code is entered in the Payroll/Personnel Remote Entry System (PRES) to indicate the choice of reporting.

If reported per day (Allowance Code 1), TC 49 Suffix 3 or 4 must be recorded on the T&A. If reported per pay period, no entry should be made on the T&A.

NFC Action:
Delete and notify the agency. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of an action to release the T&A from suspense.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
428	*TC 66 Prefix 61, Time Off Hours Used, Exceeds Bal*

Description

Error: TC 66 Prefix 61 hours exceed balance.

Time off hours granted are recorded by processing a personnel action. Time off hours used are recorded on the T&A using Transaction Code 66 Prefix 61. The hours used cannot exceed the hours earned.

NFC Action:

Change the excess hours to compensatory leave, restored annual leave, annual leave, and/or leave without pay (LWOP) and notify the agency. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of an action to release the T&A from suspense.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
429	*TC For COPR Use Only*

Description

Error: Transaction code recorded is not for use by the agency.

The following transaction codes are for use by U.S. Customs Service, Customs Officers (COPR Status Y) only and must include a prefix:

Transaction Code	Prefix	Description
04	50	Sunday Differential @ 50%
11	05	Night Differential @ 15%
11	10	Night Differential @ 20%
11	15	Night Differential @ 15%
11	20	Night Differential @ 20%
17	45	Continuation Of Pay
17	46	Military Or Court Leave
21	20	Overtime Paid At Double Rate
21	22	Call Back OT Double Rate
21	30	Commute OT Triple Rate
31	10	Holiday Pay Regular Rate
35	05	Union Contract Neg @ 15%
35	10	Union Contract Neg @ 20%
35	15	Union Contract Neg @ 15%
35	20	Union Contract Neg @ 20%
35	50	Union Contract Neg @ 50%
36	05	Union Midterm Neg @ 15%
36	10	Union Midterm Neg @ 20%
36	15	Union Midterm Neg @ 15%
36	20	Union Midterm Neg @ 20%
37	05	Union/Ongoing LMR Activity @ 15%
37	10	Union/Ongoing LMR Activity @ 20%
37	15	Union/Ongoing LMR Activity @ 15%
37	20	Union/Ongoing LMR Activity @ 20%
37	50	Union/Ongoing LMR Activity @ 50%

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
429 contd.	*TC For COPR Use Only*

Description

The following transaction codes are for use by U.S. Customs Service, Customs Officers (COPR Status Y) only and must include a prefix:

Transaction Code	Prefix	Description
38	05	Union/Grievance/Appeal Representation @ 15%
38	10	Union/Grievance/Appeal Representation @ 20%
38	15	Union/Grievance/Appeal Representation @ 15/%
38	20	Union/Grievance/Appeal Representation @ 20
38	50	Union/Grievance/Appeal Representation @ 50%
60	05	Comp Time Used-Rel Observance @ 15%
60	10	Comp Time Used-Rel Observance @ 20%
60	15	Comp Time Used-Rel Observance @ 15%
60	20	Comp Time Used-Rel Observance @ 20%
61	05	Annual Leave (W/Night Diff @ 15%)
61	10	Annual Leave (W/Night Diff @ 20%)
61	15	Annual Leave (W/Night Diff @ 15%)
61	20	Annual Leave (W/Night Diff @ 20%)
61	50	Annual Leave (W/Sunday Diff @ 50%)
62	05	Sick Leave (W/Night Diff @ 15%)
62	10	Sick Leave (W/Night Diff @ 20%)
62	15	Sick Leave (W/Night Diff @ 15%)

Note: When the day is equal to 29, indicating a leap year, the year must be evenly divisible by 4 .

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
429 contd.	*TC For COPR Use Only*

Description

The following transaction codes are for use by U.S. Customs Service, Customs Officers (COPR Status Y) only and must include a prefix:

Transaction Code	*Prefix*	*Description*
62	20	Sick Leave (W/Night Diff @ 20%)
62	50	Sick Leave (W/Sunday Diff @ 50%)
63	05	Restored Annual Leave (W/Night Diff @ 15%)
63	10	Restored Annual Leave (W/Night Diff @ 20%)
63	15	Restored Annual Leave (W/Night Diff @ 15%)
63	20	Restored Annual Leave (W/Night Diff @ 20%)
63	50	Restored Annual Leave (W/Sunday Diff @ 50%)
65	05	Regular Military Leave (W/Night Diff @ 15%)
65	10	Regular Military Leave (W/Night Diff @ 20%)
65	15	Regular Military Leave (W/Night Diff @ 15%)
65	20	Regular Military Leave (W/Night Diff @ 20%)
65	50	Regular Military Leave (W/Sunday Diff @ 50%)
66	05	Other Leave (W/Night Diff @ 15%)
66	10	Other Leave (W/Night Diff @ 20%)
66	15	Other Leave (W/Night Diff @ 15%)
66	20	Other Leave (W/Night Diff @ 20%)
66	50	Other Leave (W/Sunday Diff @ 50%)

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
429 contd.	*TC For COPR Use Only*

Description

The following transaction codes are for use by U.S. Customs Service, Customs Officers (COPR Status Y) only and must include a prefix:

Transaction Code	*Prefix*	*Description*
67	05	Injury Leave @ 15%
67	10	Injury Leave @ 20%
67	15	Injury Leave @ 15%
67	20	Injury Leave @ 20%
67	50	Injury Leave @ 50%
69	05	Home Leave (W/Night Diff @ 15%)
69	10	Home Leave (W/Night Diff @ 20%)
69	15	Home Leave (W/Night Diff @15%)
69	20	Home Leave (W/Night Diff @ 20%)
69	50	Home Leave (W/Sunday Diff @ 50%)

NFC Action:
Delete the transaction code in question and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
431	*TC Invalid For COPR Employee*

Description

Error: The transaction code used is not for use by U.S. Customs Service, Customs Officers.

The following transaction codes cannot be used for U.S. Customs Service, Customs Officers (COPR Status Y).

Transaction Code	**Description**
05	Sunday Differential With Night Differential
19	Overtime Over 8
23	Overtime Travel Under FLSA
25	Overtime Over 40 With Night Differential
26	Overtime Over 8 With Night Differential
32	Compensatory Time Worked
41	Premium Pay On An Annual Basis (DLO)

NFC Action:
Delete and notify the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
432	*TC Without Prefix Invalid For COPR Employee*

Description

Error: Transaction code prefix omitted for U.S. Customs Service, Customs Officers premium pay.

The following transaction codes must include a prefix to be used for U.S. Customs Service, Customs Officers (COPR Status Y).

Transaction Code	**Description**
04	Sunday Differential
11	Night Differential
17	Commute Use Government Auto
21	Overtime Over 40
31	Holiday Worked
35	Union/Contract Negotiation
36	Union/Midterm Negotiation
37	Union/Ongoing LMR Act
38	Union/Grievance/Appeal Representation
60	Compensatory Time Used-Religious Observance
61	Annual Leave
62	Sick Leave
63	Restored Annual Leave
65	Regular Military Leave
66	Other Leave
67	OWCP Injury Leave
69	Home Leave

NFC Action:

If the prefix can be determined, add the prefix. If the prefix cannot be determined, delete the transaction code and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
433	*TC 19 Invalid For Ag MS, Pay Plan AD, Occ Ser 0085*

Description

Error: TC 19 recorded for ineligible U.S. Marshals Service employee.

Transaction Code 19 (Overtime Over 8) is not for use by the Department of Justice, U.S. Marshals Service employees, whose pay plan is AD and occupational series code is 0085.

NFC Action:
Change to TC 21 and notify the agency.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
434	*Avail Pay % Must Be 25/ Spec Emp Code 26/FLSA Cd E*

Description

Error: Availability pay recorded for ineligible employee.

Availability pay is granted to certain law enforcement personnel. To be eligible to receive availability pay, the special employee code must be **26** and the FLSA code must be **E**. The percentage rate is a flat rate of **25%**.

NFC Action:

Delete and notify the agency. CULPRPT Report P0099, Error Analysis For T&A Processing, lists T&A's that require the processing of an action to release the T&A from suspense.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
435	*Suffix Not Allowed With TC 17 Prefixes 40 Thru 44*
Description	

Error: Suffix recorded with TC 17 Prefix 40, 41, 42, 43, and/or 44.

Transaction Code 17 with Prefixes 40 through 44 is used only by the Immigration
and Naturalization Service as authorized by the overtime Act of 1931.
Below is the definition of each prefix.

Transaction
Code	Prefix	Definition
17	40	INS 1931 Act O/T-Air/Sea Weekdays
17	41	INS 1931 Act O/T-Land Border Weekdays
17	42	INS 1931 Act O/T-Not Worked
17	43	INS 1931 Act O/T-Air/Sea Sunday/Holiday
17	44	INS 1931 Act O/T- Land Border Sunday/Hol

NFC Action:
Delete the suffix.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
436	*TC 17 Suffix 9 Not Allowed For Dept of Justice*

Description

Error: TC 17 Suffix 9 (Parking) is reported on the T&A for a Department of Justice (DOJ) employee.

DOJ should only report parking through the Payroll/Personnel Remote Entry System (PRES) Document Type 127, Allowances.

NFC Action:
Delete from the T&A.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
437	*Parking Reported In PRES; Cannot Report On T&A*

Description

Error: Parking was reported in the Payroll/Personnel Remote Entry System (PRES) and is also being reported on the T&A using TC 17 Suffix 9 (Parking).

Parking can only be reported on the T&A **or** in PRES; it cannot be reported in both places.

NFC Action:
Delete from the T&A.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
438	*TC 17 Pref 50 Only Used By Ag 50, 63, CE For Trav Reim*
Description	

Error: TC 17 Prefix 50, Reporting and Payment of Travel Reimbursements-Non Taxable, is recorded on the T&A for an agency other than Agency 50, U.S. Merit Systems Protection Board, Agency 63, Bureau of Census, and Agency CE, Farm Service Agency.

NFC Action:
Delete from the T&A and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
439	*Agency "CP" With FLSA Code "E" Cannot Use T/C 21*

Description

Error: The employee is exempt from the Fair Labor Standards Act (FLSA) and TC 21, Overtime Over 40, is recorded on the T&A.

Only employees covered (nonexempt) by FLSA are eligible for TC 21. The FLSA code is entered in the Position Management System.

NFC Action:
Delete and notify the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
440	*T/C 01 Suffix 5 Valid Only For Agency CP*
Description	

Error: T/C 01 Suffix 5 recorded for an agency other than Capitol Police.

T/C 01 Suffix 5, Addtnl Compensation @ Basic Rate, is used by Capitol Police employees to record the additional hours worked to meet the overtime threshold.

NFC Action:
Delete and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
441	*T/C 17 Prefix 10 Suffix Must Be Blank*
Description	

Error: Suffix recorded with TC 17 Prefix 10 is used to record transit subsidies. A suffix is not allowed with this transaction code.

NFC Action:
Delete the suffix.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
442	*T/C 66 With Suffix 3 0r 4 Must Be = Or < TC 31*
Description	

Error: The hours recorded for TC 66 with Suffix 3 or 4 exceed the hours recorded for TC 31, Holiday Worked.

Sunday premium pay cannot be paid for any period when no work is performed. Therefore, the hours recorded for TC 66 with Suffixes 3 or 4 cannot be more than the hours recorded for TC 31, Holiday Worked.

NFC Action:

Reduce the number of hours with the suffix to agree with the number of hours recorded with TC 31. Then, add the remaining hours with TC 66 with the suffix left blank.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
443	*T/C 66 With Suffix 5, 6, 0r 7 Must Be = Or < TC 31*

Description

Error: The hours recorded for TC 66 with Suffix 5, 6, or 7 exceed the hours recorded for TC 31, Holiday Worked.

Sunday premium pay cannot be paid for any period when no work is performed. Therefore, the hours recorded for TC 66 with Suffixes 5, 6, or 7 cannot be more than the hours recorded for TC 31, Holiday Worked.

NFC Action:
Reduce the number of hours recorded with the suffix to agree with the number of hours recorded with TC 31. Then, add the remaining hours with TC 66 and the appropriate suffix.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
444	*TC 61, 62, 64 Suffix 2, 3, 4 Not Allowed Capitol Police*

Description

Error: TC 61, 62, or 64 recorded with suffix 2, 3, or 4 for Capitol Police.

Capitol Police employees cannot earn night differential during any period of annual leave, sick leave, and/or compensatory leave.

NFC Action:
Delete the suffix and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
445	*TC 21 And 19 Not Allowed For Fire Chiefs*

Description

Error: TC 21 or 19 was recorded for a fire chief. Only 80 hours per pay period can be paid in the automated system. Any hours over 80 are paid at 2 different rates of pay and must be paid manually.

NFC Action:
Delete and notify the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
446	*T&A For FF/FC Should Be Sent To Manual Pay*

Description

Error: Firefighters and fire chiefs are paid manually for any hours over 80 that are reported on the T&A. These hours are paid at 2 different rates and cannot be paid in the automated system.

NFC Action:
Delete the T&A and send to the Manual Pay Unit.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
447	*No Night/Diff, Sun/Prem, Haz/Dty, Hol/Pay For FF/FC*

Description

Error: A T&A was recorded with night differential, Sunday premium pay, hazardous duty allowance, or holiday pay for a firefighter or fire chief.

Firefighters and fire chiefs cannot earn night differential, Sunday premium pay, hazardous duty allowance, or holiday pay.

NFC Action:
Delete and notify the agency.

Title I
Chapter 7
Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
448	*Premium Pay Not Allowed for "DOJ" Attorneys*

Description

Error: A T&A for an employee with Department Code DJ and Occupational Series Code 0905 or 1225 (Department of Justice attorney) was recorded with one of the following transaction codes:

TC's 04, 05, 11, 12, 19, 21, 23, 24, 25, 26, 30, 31, 32, and 41.

Department of Justice attorneys cannot earn premium pay or standby AUO. They are, however, allowed to earn religious compensatory time (TC 32 Prefix 77).

NFC Action:
Delete TC and notify the agency.

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Title I
Chapter 7
Section 6

Code	Message
449	*TC19, Wrkd Must Have At Least 106 Hrs, TC01 Firefighters*

Description

Error: TC19, Overtime Over 8, is used to record work performed in excess of 53 hours in each week within the 40-hour basic workweek. A T&A with less than 53 hours in a week was recorded for a Firefighter using TC19. A Firefighter's normal base time is 106 hours in a pay period.

The Firefighter must have at least 53 hours in each week, but less than 140 hours of TC01 to use TC19. TC19 is used after 53 hours of time are recorded in a week.

NFC Action:
Delete TC and notify the agency.

Title I

Chapter 7

Section 6

Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages

Code	Message
450	*Corrected T&A's Cannot Use Donated Leave*
Description	

Error: TC61, Prefix 61, Donated Annual Leave, was recorded on a corrected T&A. Donated leave cannot be recorded on a corrected T&A.

NFC Action:
Delete TC and notify the agency.

**Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages**

Title I
Chapter 7
Section 6

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

**Payroll/Personnel Manual
Time And Attendance Procedures
TIME Edit Messages**